

Employment Verification

Date: [Insert Date]

[Employee's Name]

[Employee's Address]

[City, State, Zip]

To Whom It May Concern,

This letter is to confirm that [Employee's Name] is employed with [Company Name] as a [Job Title]. [He/She/They] has been employed with us since [Start Date]. [Employee's Name] currently works [Full-Time/Part-Time] and earns a salary of [Salary Amount] per [Hour/Year].

If you require any further information regarding [Employee's Name]'s employment, please feel free to contact me at [Your Phone Number] or [Your Email Address].

Thank you.

Sincerely,

[Your Name]

[Your Job Title]

[Company Name]

[Company Address]

[City, State, Zip]