

[Company Letterhead]
[Company Name]
[Company Address]
[City, State, ZIP Code]
[Phone Number]
[Email Address]

[Date]

To Whom It May Concern,

This letter is to verify the employment of **[Employee Name]**.

Position: [Job Title]

Employment Status: [Full-time/Part-time/Temporary]

Start Date: [Start Date]

Current Salary (if required): [Salary]

[Employee Name] is currently employed with [Company Name] and is in good standing.

If you require any additional information, please do not hesitate to contact us.

Sincerely,

[Your Name]
[Your Position]
[Company Name]