

Company Name
Company Address Line 1
Company Address Line 2
Phone: (000) 000-0000
Email: hr@company.com

[Date]

[Recipient Name]
[Recipient Title or Department]
[Recipient Company/Organization]
[Recipient Address Line 1]
[Recipient Address Line 2]

Subject: Employment Verification for [Employee Name]

To Whom It May Concern,

This letter is to verify that [Employee Name] is employed with [Company Name] as a [Job Title]. [He/She/They] has been employed with us since [Start Date], and [is currently employed with us/is no longer employed as of End Date].

[Employee Name] works on a [full-time/part-time] basis and currently earns [salary/wage details, if applicable].

If you require any additional information regarding [Employee Name]'s employment, please feel free to contact our office at the number or email provided above.

Sincerely,

[Your Name]
[Your Title]
[Company Name]