

[Your Company Letterhead or Company Name]
[Company Address Line 1]
[Company Address Line 2]
[City, State, ZIP Code]
[Phone Number]
[Email Address]

[Date]

[Recipient Name]
[Recipient Title]
[Recipient Company/Institution Name]
[Recipient Address Line 1]
[Recipient Address Line 2]
[City, State, ZIP Code]

Dear [Recipient Name],

This letter is to formally verify the employment of [Employee Name] at [Company Name]. [Employee Name] has been employed with us since [Start Date] and currently holds the position of [Job Title].

As of the date of this letter, [he/she/they] is employed [full-time/part-time] and receives a salary of [Salary/Pay Rate, if required].

Should you require any further information regarding [Employee Name]'s employment, please feel free to contact us.

Sincerely,

[Your Name]
[Your Title]
[Company Name]
[Contact Information]