

Company Name  
Company Address Line 1  
Company Address Line 2  
Phone: (xxx) xxx-xxxx  
Email: info@company.com

Date: \_\_\_\_\_

To Whom It May Concern,  
**Re: Employment Verification for [Employee Name]**

This letter is to confirm that **[Employee Name]** has been employed with **Company Name** as a **[Job Title]** since **[Employment Start Date]**.

[Employee Name] is currently employed on a **[Full-time/Part-time/Contract]** basis. Their current salary is **[Salary]** per **[hour/month/year]**.

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

Sincerely,

\_\_\_\_\_  
[Your Name]

[Your Position]

[Company Name]

Phone: (xxx) xxx-xxxx  
Email: your.email@company.com