

[Company Header/Logo]

[Date]

[Recipient Name]

[Recipient Title]

[Organization Name]

[Address]

[City, State, Zip Code]

RE: Employment Verification for [Employee Name]

To Whom It May Concern,

Please accept this letter as formal verification of employment for [Employee Name].

[Employee Name] has been employed with [Company Name] since [Start Date]. They currently hold the position of [Job Title] and work on a [Full-time/Part-time] basis.

In their current role, their duties include [Brief Description of Duties]. Their current annual salary/hourly rate is [Amount].

If you require any additional information, please feel free to contact me at [Phone Number] or [Email Address].

Sincerely,

[Signature]

[Printed Name]

[Title]

[Company Name]