

[Current Date]

[Recipient Name or "To Whom It May Concern"]

[Recipient Title]

[Recipient Organization Name]

[Recipient Address]

Subject: Verification of Employment for [Employee Full Name]

Dear [Recipient Name or "To Whom It May Concern"],

This letter is to formally confirm that [Employee Full Name] is currently employed by [Company Name].

Below are the details regarding their employment status:

- **Employment Start Date:** [Start Date]
- **Current Job Title:** [Job Title]
- **Employment Status:** [Active / Full-time / Part-time]
- **Current Salary:** [Amount] per [Year/Hour] (Optional)

If you require any additional information or have further questions, please feel free to contact the Human Resources department at [Phone Number] or [Email Address].

Sincerely,

[Your Signature]

[Your Printed Name]

[Your Title]

[Company Name]