

[Company Name]  
[Company Address]  
[City, State, Zip Code]  
[Phone Number]  
[Email Address]

[Date]

To Whom It May Concern,

This letter is to officially verify the employment of **[Employee Full Name]** with **[Company Name]**.

**Employment Details:**

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

[Employee Name] is currently an employee in good standing. This information is provided at the request of the employee for the purpose of [Purpose of Letter, e.g., mortgage application, apartment lease, visa process].

If you require any further information or have additional questions, please do not hesitate to contact the Human Resources department at [HR Phone Number] or [HR Email Address].

Sincerely,

[Signature]

[HR Representative Name]  
[Title]  
[Company Name]