

[Company Header/Logo]

[Date]

[Recipient Name or Entity]

[Recipient Address]

[City, State, Zip Code]

Subject: Employment and Salary Verification for [Employee Name]

To Whom It May Concern,

This letter is to formally verify the employment of [Employee Name] with [Company Name].

Employment History:

[Employee Name] has been employed with our company since [Start Date]. Their current position is [Job Title]. This is a [Full-time/Part-time] role.

Salary Information:

Their current gross annual salary is \$[Amount]. Additionally, they are eligible for [mention bonuses/commissions if applicable, or state "no additional compensation"].

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

Sincerely,

[Signature]

[Name of Verifier]

[Title]

[Company Name]