

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

[Date]

[Recipient Name or "To Whom It May Concern"]
[Recipient Address/Property Name]
[City, State, Zip Code]

Subject: Verification of Employment for [Employee Name]

Dear [Recipient Name],

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

Employment Details:

- **Job Title:** [Job Title]
- **Employment Status:** [Full-time / Part-time / Contract]
- **Start Date:** [Start Date]
- **Current Salary/Wage:** [Amount] per [Year/Month/Hour]
- **Bonus/Commission (if applicable):** [Amount/Details]

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

Sincerely,

[Signature]
[Printed Name]
[Title/Position]
[Company Name]