

[Company Letterhead]

[Date]

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

[Recipient Address]

[City, State, Zip Code]

Subject: Employment Verification for [Employee Name]

Dear [Recipient Name],

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

Employment Details:

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

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

Sincerely,

[Signature]

[Name of Verifier]

[Title]

[Company Name]