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

[Date]

To Whom It May Concern,

This letter is to formally verify the employment of **[Employee Name]** 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)

[Employee Name] is currently employed in good standing with our organization.

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

Sincerely,

[Signature]
[Printed Name]
[Title]
[Company Name]