[Date]

[Recipient Name]
[Recipient Title]
[Organization Name]
[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].

[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.

Currently, [Employee Name] earns a base salary of $[Amount] per [Year/Month/Hour]. [Optional: In addition to the base salary, the employee is eligible for annual bonuses or commissions.]

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

Sincerely,

[Signature]
[Your Name]
[Your Title]
[Company Name]