[Company Header/Logo]

[Date]

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

Subject: Verification of Full-Time Employment

Dear [Recipient Name],

This letter is to formally confirm that **[Employee Full Name]** is currently employed by **[Company Name]**.

Please find the employment details below:

- **Employment Status:** Full-Time
- **Job Title:** [Job Title]
- **Start Date:** [Start Date]
- **Current Salary:** [Amount] per [Year/Hour]

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

Sincerely,

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