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

[Date]

[Recipient Name/Organization]
[Recipient Address]
[City, State, Zip Code]

Subject: Employment and Position Verification for [Employee Name]

To Whom It May Concern,

This letter is to formally confirm that **[Employee Name]** is currently employed with **[Company Name]**. [He/She/They] holds the executive position of **[Job Title]**.

Please find the employment details summarized below:

- **Employment Start Date:** [Date]
- **Employment Status:** [Full-time / Permanent]
- **Current Annual Salary:** [Amount]
- **Bonus/Incentive Structure:** [Optional: Details of executive compensation]

In [his/her/their] capacity as **[Job Title]**, [Employee Name] is responsible for [briefly mention key responsibilities, e.g., strategic oversight, departmental leadership, or financial management].

If you require any further information or additional documentation regarding [Employee Name]'s employment, please do not hesitate to contact the Human Resources department at [Phone Number] or [Email Address].

Sincerely,

[Signature]
[Printed Name]
[Title, e.g., VP of Human Resources]
[Company Name]