

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

[Date]

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

**Subject: Employment Verification for [Employee Full Name]**

Dear [Recipient Name],

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

**Employment Details:**

- **Job Title:** [Job Title]
- **Employment Start Date:** [Start Date]
- **Employment Status:** [Full-time / Part-time / Permanent]

**Salary Information:**

- **Gross Annual Salary:** \$[Amount]
- **Bonus/Commission (if applicable):** [Details or N/A]
- **Pay Frequency:** [Monthly / Bi-weekly / Weekly]

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

Sincerely,

[Signature]

[Name of HR Representative]  
[Title]  
[Company Name]