

[Date]

[Court Name]

[Court Address]

[City, State, Zip Code]

**RE: Employment Verification for [Employee Full Name]  
Case Number: [Insert Case Number, if applicable]**

To the Honorable Judge or To Whom It May Concern,

Please accept this letter as formal verification of employment for [Employee Full Name]. This information is being provided at the request of the employee for use in the above-referenced court proceeding.

**Employment Details:**

- **Current Job Title:** [Insert Title]
- **Employment Status:** [Full-time / Part-time / Contract]
- **Date of Hire:** [Insert Start Date]
- **Employment Standing:** [Active / Current]

**Compensation Details:**

- **Gross Annual Salary:** \$[Insert Amount]
- **Pay Frequency:** [Weekly / Bi-weekly / Monthly]
- **Bonuses/Commission:** [Insert details or state "None"]
- **Year-to-Date Earnings:** \$[Insert Amount]

I certify that the information provided above is true and accurate according to our company records as of [Current Date].

If you require any further documentation or have additional questions, please contact me directly at [Phone Number] or [Email Address].

Sincerely,

[Signature]

[Printed Name]

[Job Title]

[Company Name]