

[Company Letterhead/Logo]

[Current Date]

[Recipient Name or "To Whom It May Concern"]

[Recipient Address]

[City, State, Zip Code]

Subject: Verification of Active Employment

Dear [Recipient Name],

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

The details of their employment are as follows:

- **Employment Start Date:** [Start Date]
- **Job Title:** [Current Position]
- **Employment Status:** [Full-time / Part-time / Contract]
- **Current Salary:** [Optional: Amount per Year/Hour]

Should you require any further information or have additional questions regarding this employee's status, please feel free to contact the Human Resources department at [Phone Number] or [Email Address].

Sincerely,

[Your Name]

[Your Job Title]

[Company Name]