

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

[Date]

Social Security Administration
[Local Office Address]
[City, State, Zip Code]

**RE: Employment Verification for [Employee Name]
SSN: [Employee Social Security Number]**

To Whom It May Concern:

This letter is to formally verify the employment of [Employee Name] with [Company Name].

Employment Details:

- **Employment Status:** [Current/Former]
- **Job Title:** [Job Title]
- **Dates of Employment:** [Start Date] to [End Date/Present]
- **Current Gross Pay:** \$[Amount] per [Hour/Week/Month/Year]
- **Average Hours Per Week:** [Number of Hours]

Year-to-Date Earnings:

As of [Current Date], the employee's total gross earnings for the current calendar year are \$[Amount].

Should you require any additional information or further clarification, please feel free to contact me directly at [Phone Number] or via email at [Email Address].

Sincerely,

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