

[Employer Name]
[Employer Address]
[City, State, Zip Code]
[Phone Number]
[Date]

[State Tax Authority Name]
[Department Name, if applicable]
[Tax Authority Address]
[City, State, Zip Code]

Subject: Verification of Employment for [Employee Name]

To Whom It May Concern,

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

Employment Details:

- **Employment Status:** [Full-time / Part-time / Contract]
- **Current Job Title:** [Job Title]
- **Employment Start Date:** [Date]
- **Employment End Date:** [Date or "Present"]
- **Current Gross Salary/Wage:** \$[Amount] per [Year/Hour]
- **Total Year-to-Date Earnings:** \$[Amount]

This information is being provided at the request of the employee for tax verification purposes. If you require any additional information or have further questions, please contact me directly at [Phone Number] or via email at [Email Address].

Sincerely,

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