

[Company Letterhead]

[Date]

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

[Recipient Address]

[City, State, Zip Code]

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

Dear [Recipient Name or "Sir/Madam"],

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

**Employment Details:**

- **Job Title:** [Employee Job Title]
- **Employment Status:** Full-Time
- **Start Date:** [Start Date]
- **Current Salary:** [Amount] per [Year/Hour]

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

Sincerely,

[Signature]

[HR Representative Name]

[Title]

[Company Name]