

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

[Date]

To Whom It May Concern,

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

**Employment Details:**

- **Job Title:** [Current Job Title]
- **Employment Status:** [Full-time / Part-time / Contract]
- **Start Date:** [Start Date]
- **End Date:** [End Date or "Present"]

**Salary Information:**

- **Base Salary:** [Amount] per [Year/Hour]
- **Bonus/Commission:** [If applicable, otherwise "N/A"]
- **Total Annual Compensation:** [Amount]

If you require any additional information or further clarification, please contact the Human Resources department at [HR Phone Number] or via email at [HR Email Address].

Sincerely,

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