

[Current 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 "To Whom It May Concern"],

Please accept this letter as formal verification of the employment of [Employee Full Name] with [Company Name].

**Employment Details:**

Employee Name: [Employee Full Name]

Employment Start Date: [Start Date]

Current Job Title: [Job Title]

Employment Status: Full-Time

Current Salary/Rate: [Amount] per [Year/Hour]

If you require any additional information or have further questions, please do not hesitate to contact our Human Resources department at [Phone Number] or [Email Address].

Sincerely,

[Signature]

[Printed Name]

[Title]

[Company Name]