

[Company Letterhead/Header]

[Current Date]

[Recipient Name]

[Recipient Title]

[Organization Name]

[Street Address]

[City, State, Zip Code]

RE: Employment Verification for [Employee Full Name]

To Whom It May Concern,

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

Employment Details:

- **Start Date:** [Start Date]
- **Employment Status:** Full-Time
- **Job Title:** [Current Position]

Salary and Compensation:

- **Gross Annual Salary:** \$[Amount]
- **Pay Frequency:** [e.g., Bi-weekly / Monthly]
- **Additional Compensation:** [e.g., Annual Bonus, Commissions, or "None"]

If you require any further information or have additional questions, please feel free to contact me at [Phone Number] or [Email Address].

Sincerely,

[Your Signature]

[Your Printed Name]

[Your Title]

[Company Name]