

[Current Date]

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

[Recipient Company Name]

[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 [Employer Name].

Employment details are as follows:

- **Employment Status:** Active
- **Employment Type:** Full-Time
- **Current Job Title:** [Job Title]
- **Start Date:** [Date of Hire]
- **Current Salary:** [Annual/Monthly Salary Amount] (Optional)

If you require any additional information or have further questions regarding this employee, please feel free to contact the [Department Name, e.g., Human Resources Department] at [Phone Number] or via email at [Email Address].

Sincerely,

[Signature]

[Printed Name of Authorized Official]

[Title]

[Company Name]