

CONFIDENTIAL

[Date]

[Recipient Name]

[Recipient Title]

[Recipient Company/Organization]

[Recipient Address]

Subject: Verification of Employment for [Employee Full Name]

To Whom It May Concern,

Please accept this letter as formal verification of the employment status of [Employee Full Name]. This information is provided at the request of the employee and is intended for confidential use by your organization.

Employment Details:

- **Employee Name:** [Employee Full Name]
- **Current Job Title:** [Job Title]
- **Employment Status:** Full-Time
- **Start Date:** [Start Date]
- **Current Salary:** [Amount] per [Year/Month] (Optional)

I can confirm that [Employee Full Name] is currently an employee in good standing at [Your Company Name].

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

Sincerely,

[Your Signature]

[Your Printed Name]

[Your Title]

[Your Company Name]