

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

[Date]

To Whom It May Concern,

This letter serves to formally verify the employment status of **[Employee Full Name]**.

Employee Name: [Employee Full Name]

Job Title: [Job Title]

Employment Start Date: [Start Date]

Employment Status: Full-Time

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

Average Hours Per Week: [Number of Hours]

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

Sincerely,

[Signature]
[Name of Authorized Representative]
[Title of Authorized Representative]
[Company Name]

Notary Acknowledgement

State of [State Name]
County of [County Name]

On this [Day] day of [Month], [Year], before me, [Name of Notary Public], personally appeared [Name of Authorized Representative], proved to me on the basis of satisfactory evidence to be the person who executed the within instrument.

WITNESS my hand and official seal.

(Signature of Notary Public)
My Commission Expires: [Date]

(Seal)