

[Company Letterhead]

[Date]

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

[Recipient Address]

[City, State, Zip Code]

Subject: Employment Verification for [Employee Name]

Dear [Recipient Name],

This letter is to formally verify the employment of [Employee Name] with [Company Name].

Mr./Ms. [Last Name] has been employed with us since [Start Date] and currently holds the executive position of [Job Title].

I can confirm that this is a full-time, exempt position. In his/her capacity as [Job Title], [Employee Name] is responsible for [Brief Description of Executive Duties, e.g., overseeing regional operations and strategic planning].

His/her current annual base salary is \$[Amount], and he/she is eligible for [mention bonuses/commissions if applicable, or delete this sentence].

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

Sincerely,

[Signature]

[Name of Verifier]

[Title of Verifier, e.g., Director of HR or COO]

[Company Name]