

Subject: Employment and Salary Verification for [Employee Name]

[Date]

[Requestor Name]

[Requestor Company/Organization]

[Requestor Address]

To Whom It May Concern,

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

Employment Details:

- Current Position: [Job Title]
- Employment Status: [Full-time / Part-time / Contract]
- Hire Date: [Start Date]

Compensation Details:

- Gross Annual Salary: \$[Amount]
- Bonus/Commission: [Details or "N/A"]
- Pay Frequency: [Weekly / Bi-weekly / Monthly]

This information is provided at the request of the employee for the purpose of [Reason for Request, e.g., Mortgage Application]. This information is confidential and should be used only for its intended purpose.

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

Sincerely,

[Your Name]

[Your Title]

[Company Name]