

[Company Header/Logo]

[Date]

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

[Recipient Address]

[City, State, Zip Code]

Subject: Employment Verification for [Employee Full Name]

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

Please accept this letter as formal verification of the employment status of [Employee Full Name].

We confirm that [Employee Full Name] is currently employed by [Company Name] as an active employee. Below are the specific details regarding their employment:

- **Job Title:** [Current Job Title]
- **Employment Start Date:** [Start Date]
- **Employment Status:** Full-time / Part-time
- **Current Salary/Rate:** [Optional: Amount per year/hour]

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

Sincerely,

[Signature]

[Name of Verifier]

[Title]

[Company Name]