

[Company Name]
[Company Address Line 1]
[Company Address Line 2]
[City, State ZIP Code]
[Phone Number]

[Date]

Subject: Employment Verification Letter

To Whom It May Concern,

This letter is to confirm that [Employee Name] has been employed with [Company Name] as a [Job Title] from [Start Date] to [End Date or "Present"].

[Employee Name] is currently employed as a [Job Title] on a [Full-Time/Part-Time/Temporary] basis. Their current annual salary is [Salary Amount], and their primary responsibilities include [Brief Description of Job Duties].

If you require any additional information, please feel free to contact us at [Contact Information].

Sincerely,

[Your Name]

[Your Title] [Company Name]