

Job Tenure and Salary Verification Letter

Date: _____
To Whom It May Concern,

Subject: Employment and Salary Verification

This letter serves to verify the employment and salary details of the employee mentioned below as per our records.

Employee Name : _____

Employee ID : _____

Designation : _____

Department : _____

Date of Joining : _____

Employment Status : Permanent Contractual Probation

Current Gross Monthly
Salary : _____

Total Annual Salary : _____

The above information has been furnished upon request and is based on our official employment records. This information is true and accurate to the best of our knowledge as of the date indicated above.

If you require any further information, please feel free to contact our HR department.

Sincerely,

Name & Title

Company Name

Contact Details