

Date: _____

To Whom It May Concern,

This letter is to verify the employment of the following individual:

Employee Name: _____

Position/Title: _____

Employment Start Date: _____

Current Employment Status: Full-time / Part-time / Temporary

Annual Gross Salary: _____

Work Schedule: _____

If you require any additional information or clarification, please feel free to contact us at your convenience.

Sincerely,

Name and Title

Company Name

Phone Number

Email Address