

[Company Name]
[Company Address]
[City, State, Zip Code]
[Phone Number]

[Date]

[Recipient Name/Recipient Organization]
[Recipient Address]
[City, State, Zip Code]

Subject: Verification of Employment for [Employee Full Name]

To Whom It May Concern,

Please accept this letter as official confirmation that [Employee Full Name] is employed with [Company Name].

Employment Details:

- **Start Date:** [Start Date]
- **Job Title:** [Current Job Title]
- **Employment Status:** [Full-time / Part-time / Contract]
- **Current Salary:** [Annual Salary or Hourly Rate] (Optional)

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,

[Your Signature]

[Your Printed Name]
[Your Job Title]
[Company Name]