

EMPLOYMENT VERIFICATION LETTER TEMPLATE



[Date]

[Recipient's Name]
[Recipient's Address]
[City, State, Postal Code]

[Company Name]
[Company Address]
[City, State, Postal Code]

Subject: Employment Verification for [Employee's Full Name]

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

This letter is to confirm that [Employee's Full Name] is currently employed with [Company Name] as a [Job Title]. Below are the relevant details of their employment with us:

Employment Details:

- Employee Name: [Employee's Full Name]
- Position: [Job Title]
- Main responsibilities and tasks: [Detail tasks]
- Employment Status: [e.g., Full-time, Part-time, Contract]
- Date of Hire: [Start Date]
- Working hours: [hours worked per week]
- Current Annual Salary or Hourly Rate: [If applicable and approved for disclosure]

[Employee's Name] has demonstrated professionalism and excellent performance throughout their employment with us.

Please feel free to reach out to us at [Contact Information] if you require any additional information or further clarification regarding [Employee's Name]'s employment with [Company Name].

Sincerely,

[Your Name], [Your Job Title]
[Company Name], [Contact Information]