

[Date of Letter]

[Recipient's Name]

[Title]

[Company Name]

[Address]

[City, State, Zip]

Re: Verification of Employment for [Employee Name]

To Whom it May Concern,

Please accept this letter as confirmation that [Employee Name] has been employed with [Company Name] since ____/____/_____. Currently, [Employee Name]:

- Holds the title of [Employee Title]
- Earns a salary of [Employee's Salary], payable bi-weekly, with an annual bonus of [Amount]
- Works on a full time basis of forty hours per week.

If you have any questions or require additional information, please give me a call at the above number.

Best regards,

[Sign here]