|  |  |
| --- | --- |
| **[Sender Name]** | [Email] |
| [Sender Title] | [Address] |
|  | [Phone] |

TO **[Receiver Name]** **[Receiver Title]**

Dear Principal, **[Name]**

Please accept this letter as verification of employment with the **[Company Name]** Company.

Employee Name: **[Name]**

Employment Dates: **[Date]** – Present

Current Job Title: **[Job Title]**

Current Salary: **[Salary]**

If you have any questions or need any additional information, please feel free to contact us at **[Phone]** or **[Email]** .

Sincerely,

Nancy Davis

Human Resources Manager

ABC Company