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

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

**Subject:** Employment Verification Letter

Dear **[Name],**

This letter is to affirm that Ms. Berry is an employee of Pitt Industries since **[Date] ,** as a project manager. She has been working on a project with Julia Poole, 5 North University Street, Oklahoma City, Oklahoma, 73105, since **[Date] .**

Her gross annual compensation is $70,000. Ms. Berry’s current residential address is 12 Border Court, Oklahoma City, Oklahoma, 73149.

This letter is issued to facilitate the travel of her father, Anthony Buckland, and mother, Deirdre Buckland, to visit her in the United States in the following month.

Should you have any questions, please feel free to call me at **[Phone Number],** or email me at **[Email].**

Sincerely,

**[Signature]**

**[Name]**