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

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

Dear **[Recipient name]**,

This letter is to verify the employment of **[Employee name]** as **[Job Title/Role]** within our organization. He/she started work on **[Employee start date]** and is **[current state of employment]**.

**[If an employee still works at a company:]**

**[Employee name]**  current title is **[Job Title]** . His/her responsibilities include **[List tasks and responsibilities for the role in question]**. (Where applicable,) his/her current salary **[or rate of pay]** is **[Employee salary]**  per **[work period]**.

**[If an employee is no longer part of the organization:]**

**[Employee name]** worked at **[Company Name]**  from **[Employee Start Date]** to **[Employee Date of Resignation or Termination]**. His/her title was **[Job Title]**, and his/her primary responsibilities were **[List tasks and responsibilities for the role in question]**, and his/her rate of pay was $**[Employee salary]**  per **[work period]**.

If you have any questions or require more details on **[Employment details]** , please feel free to contact me at **[Employer phone number]** or at **[Employer email address]**.

Sincerely,

**[Employer signature]**

**[Employer phone number]**