**Employee Verification Letter**

[Your Name]
[Company Name]
[Address]
[City, State, Zip]

[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]**