**{Employer Name}**  
**{Employer Position Title}**  
**{Employer Department}**

**{Date}**

RE: Employment Verification

Dear **{Name}**,

I am sending this letter to confirm that **{Employee Name}** has been employed at **{Company}** since **{date}**. **{His/her}** position title is **{Title}**.

**{Employee Name}** works **{full time/part time}** for a total number of **{number}** days per week. **{His/her}** salary is **{monetary amount}** per **{hour/month/year}**.

Please feel free to contact me if you have any questions.

Sincerely,

**{Employer Name}**