[Date]

[Employer name]  
[Employer address]

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[employee name] since [employee start date]. Currently, [employee name]:

* holds the title of [employee title]
* earns a salary of [salary amount], payable [annually/monthly/weekly/daily/hourly], [and a bonus of (bonus amount)]
* works on a [full-time/part-time] basis of [number of hours] per week

If you have any questions or require further information, please don't hesitate to contact me at [employer phone number].

Sincerely yours,

[Employer representative name]  
[Employer title]