[Name of the Authority]  
[Designation of the Authority]  
[Name of the Sender Company]  
[Address of the Sender Company]  
  
Date: **[Month and date, Year]**  
[Name of the Addressee]  
[Designation of the Addressee]  
[Name of the Addressee's Organization]  
[Address of the Addressee's Organization]  
  
Re: Employment Verification for **[Name of the Employee]**  
Dear Mr./Ms./Mrs./Dr. **[Full name of Addressee]**:/To Whom it May Concern:  
  
**[Introduction]** This letter is to inform you that **[name of the employee]** is working in our company **[name of the employing company]** as a **[designation of the employee]**.   
  
**[Employee history]** He has been working here for the past **[time period]** months. His gross monthly remuneration is $ **[amount].**  
  
**[Closing]** If you need any more details, please feel free to contact us.  
  
**[Formal Closure]** Sincerely,  
  
[Signature of the authorizing person]  
[Name of the authorizing person]  
[Designation of the authorizing person]  
s