[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