**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]**