**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]