

{Employer Name}
{Employer Position Title}
{Employer Department}

{Date}

RE: Employment Verification

Dear **{Name}**,

I am sending this letter to confirm that **{Employee Name}** has been employed at **{Company}** since **{date}**. **{His/her}** position title is **{Title}**.

{Employee Name} works **{full time/part time}** for a total number of **{number}** days per week. **{His/her}** salary is **{monetary amount}** per **{hour/month/year}**.

Please feel free to contact me if you have any questions.

Sincerely,

{Employer Name}