

# Employment

Verification Letter

Michael Carroll  
2345 Old Joppa Road, Joppa  
Maryland, USA

To Whom It May Concern:

Dear Sir/Madam,

This is to certify that Mr. [First Name] [Last Name] is an employee at [Company Name] and is working as a [Designation] since [Date]. [His/Her] current gross salary is USD [xx,000] ([salary in words]) per annum.

If you have any questions regarding Mr. [First Name]'s employment, please contact our office at [Office HR Phone Number].

Sincerely,

[Signature of person issuing this letter]  
[Manager HR] or [Designation]  
876 Bank Street, Jacksonville  
Florida, USA

1-987-6543210

Enclosure

[Address 1][Address 2][City, ST ZIP  
Code]  
[Telephone]  
[Email]  
[Website]