[*Employer’s name*]

[*Employer’s address*]

[*Employer’s city, state, and ZIP code*]

[*Date*]

[*Recipient’s name*]

[*Recipient’s address*]

[*Recipient’s city, state, and ZIP code*]

RE: Employment verification for [*your full name*]

To Whom It May Concern:

This letter confirms that [*your full name*] has been employed [*part-/full-time*] as [*a/an*] [*your job title/position*] at [*company name*] for the past [*how long you’ve worked there*]. [*He/she*] was hired on [*date*]. [*His/her*] current gross annual salary is $[*amount*].

Please feel free to contact me at [*company official’s phone number*] if you have any questions or require additional information.

Sincerely,

[*Signature of company official*]

[*Company official’s full name*]

[*Company official’s title*]

[*Optional notarization*]