**Employment Verification Letter Template Free**

**[Company Header]**

**[Date]**

**Subject: Verification of Employment for [Employee Name]**

**Dear [Recipient Name],**

This letter is to certify that [Employee Name], with the employee identification number [Employee ID], is an active employee at [Company Name] and has been since [Start Date]. [He/She/They] work[s] as a [Job Title] on a [Full-Time/Part-Time] basis, contributing significantly to our team's goals.

Please note that this document serves as an official verification of employment for [Employee Name]. [He/She/They] currently earns a [Monthly/Annual] wage of [Amount], excluding bonuses and other compensations.

For any further inquiries, please feel free to contact our Human Resources department at [HR Contact Information].

**Sincerely,**

**[HR Representative Name]  
[HR Representative Job Title]  
[Company Name]  
[Company Address]  
[HR Contact Information]**