
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]