

Employment Verification Letter to Whom It May Concern

[Company Logo]

Date: [Insert Date]

To Whom It May Concern,

This serves to verify that [Employee Name], bearing employee ID [Employee ID], is a current employee of [Company Name] and has been since [Start Date]. As of [Current Date], [Employee Name] is employed full-time as a [Job Title], with an annual salary of [Salary Amount].

[Employee Name]'s performance and conduct have been satisfactory, and [he/she/they] remains in good standing with the company. If further details are required, please do not hesitate to contact the HR Department at [Contact Information].

We issue this letter upon the request of [Employee Name] for [Purpose of the Letter].

Kind Regards,

[Your Name]

[Job Title]

[Company Name]

[Contact Information]