Sample Employee Verification Letter

**[Company Official Letterhead]**

**[Date]**

**To Whom It May Concern,**

I am writing to confirm that [Employee Name] is employed with [Company Name] in the capacity of [Job Title]. [Employee Name] has been a part of our team since [Start Date] and has consistently shown dedication and professionalism in [his/her/their] role.

For verification purposes, [Employee Name]'s current annual salary is [Salary Amount], before taxes. This letter is being provided to [Employee Name] at [his/her/their] request and does not serve as an endorsement of [his/her/their] personal character or work performance.

If there are any questions or if further information is required, please contact me directly at [Your Contact Information].

**Warm regards,**

**[Your Name]  
[Your Position]  
[Company Name]  
[Contact Information]**