

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]