

Employment Verification Letter

[Your Name]
[Address]
[City, State, Zip]

[Date of letter]

[Recipient's Name]
[Title]
[Company Name]
[Address]
[City, State, Zip]

Dear [Recipient's name],

This letter is being written to verify that _____ has worked for our company since ___/___/____. He is currently a supervisor in our customer support department. His current salary is \$75,000 a year with health and life insurance benefits. He is viewed as a very valuable employee and we hope to have him as a part of our core team for many years in the future.

If you have any questions regarding the above mentioned employee's employment situation, please contact me at the number above at your convenience.

Best regards,
[Your Signature]

Notary:

State of: _____ and County: _____

Hereby subscribed and sworn to me on this _____ day of _____ in the year
2____ by:

Name of person who signed the document: _____

Notary Public: _____

Print Name: _____

Commission Expires: ___/___/____