

# Employee Verification Letter

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

[Date of Letter]

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

Re: Verification of Employment for [Employee Name]

To Whom it May Concern,

Please accept this letter as confirmation that [Employee Name] has been employed with [Company Name] since \_\_\_\_/\_\_\_\_/\_\_\_\_. Currently, [Employee Name]:

- Holds the title of [Employee Title]
- Earns a salary of [Employee's Salary], payable bi-weekly, with an annual bonus of [Amount]
- Works on a full time basis of forty hours per week.

If you have any questions or require additional information, please give me a call at the above number.

Best Regards,

[Sign here]

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