

[USE OFFICIAL LETTERHEAD WITH COMPANY NAME AND ADDRESS]

[date]

To whom it may concern,

I am writing this letter to verify that [Employee name] is currently employed with [Company name] as a [employee job title]. She has been employed with us since [date].

Laura currently works on a [full-time or part-time] basis, averaging [number] hours per week. She earns a [salary or hourly] of [amount] per [year or hour], paid [frequency of paychecks], plus [include bonus frequency, if applicable].

Should you have any questions, please do not hesitate to contact me at [phone number].

Kind regards,

SIGNATURE

[Your name]

[Your title]

[Company name]