**Employment Verification Letter Template**

[Date]

[Employer's Name]  
[Company Name]  
[Company Address]  
[City, State, Zip Code]

Dear [Employer's Name],

I am writing to confirm that [Employee's Name] has been employed at [Company Name] as a [Job Title] since [Start Date]. Their current annual salary is [Salary Amount], and their employment status is [Full-time/Part-time].

During their tenure at our organization, [Employee's Name] has demonstrated exceptional professionalism, dedication, and commitment to their role. They have consistently met and exceeded job expectations and contributed positively to our team.

Should you require any further information or clarification, please do not hesitate to contact me at [Phone Number] or [Email Address].

Sincerely,

[Authorized Signatory]  
[Company Name]

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**Employment Verification Letter Example**

**June 15, 2025**

**Ms. Karen Mitchell**  
**Brightside Financial Group**  
**2048 Elm Street**  
Cedar Hill, TX 75104

Dear Ms. Mitchell,

I am writing to confirm that **Jason Rivera** has been employed at **Northbrook Technologies Inc.** as a **Data Analyst** since **March 8, 2021**. His current annual salary is **$74,500**, and his employment status is **full-time**.

During his time with our company, Jason has demonstrated exceptional professionalism, attention to detail, and analytical skills. He consistently meets project deadlines, offers valuable insights, and plays a key role in cross-departmental initiatives.

Should you require any further information or clarification, please do not hesitate to contact me at **(312) 555-0149** or **hr@northbrooktech.com**.

Sincerely,

**Elaine Matthews**  
Human Resources Manager  
**Northbrook Technologies Inc.**

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