

# Employment Verification Letter

Date: [Date]

To Whom It May Concern,

This letter is to confirm that **[Employee Name]** has been employed with **[Company Name]** since **[Start Date]**.

## Employee Details:

Position: [Job Title]

Employment Status: [Full-time/Part-time/Other]

Current Monthly/Annual Salary: [Salary Amount] [Currency]

[Employee Name] is currently working at our **[Office Location]** and remains a valuable member of our team.

This verification letter is being issued upon the employee's request for the purpose of **financial support**.

If you require any further information, please feel free to contact us.

Sincerely,

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[Authorized Person's Name]

[Designation/Title]

[Company Name]

[Contact Information]

## Important Notes:

- All information should be factual and up to date.
- Include the employer's official letterhead when possible.
- The letter should be signed by an authorized company representative.
- Mention the purpose of the letter clearly (e.g., for financial support).
- Do not include confidential information unless specifically required and authorized.