



# Employment Verification Letter With Salary



[Your Name]  
[Title]  
[Organization]  
[Address]  
[City, State, Zip Code]

[Date]

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

Re: Verification of Employment for [Employee Name]

To Whom It May Concern,

Please accept this letter as confirmation that [name of employee] has been employed with [name of company] since [month, day, year]. Currently, [name of employee]

- Holds the title of [title of employee in the company]
- Earns a salary of [employee's exact salary], payable in bi-monthly, with an annual bonus of [amount of bonus]
- 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 my number, [your phone number] or send me an email at [your email address].

Best Regards,

[Your Signature]  
[Your Name]  
[Your Designation]  
[Phone Number]  
[Email Address]

