[Employer’s name]

[Employer’s address]

[Employer’s city, state, and ZIP code]

[Date]

[Recipient’s name]

[Recipient’s address]

[Recipient’s city, state, and ZIP code]

RE: Employment verification for [your full name]

To Whom It May Concern:

This letter confirms that [your full name] was employed [part-/full-time] as [a/an] [your job title/position] at [company name] from [start date] to [end date]. As of [end date], [his/her] gross annual salary was $[amount].

Please feel free to contact me at [company official’s phone number] if you have any questions or require additional information.

Sincerely,

[Signature of company official]

[Company official’s full name]

[Company official’s title]

[Optional notarization]