Company letterhead

company logo
company address/contact details

Date written

To Whom It May Concern,

This is to verify that ___*employee name*___ is an employee of ___*company name*___ .

___*Employee name*___ is a ___*position or job title*___ with ___*company name and/or division of company*___ . His/Her salary is $___*x,xxx.xx*___ per month.

___*Employee's name*___ position is an ongoing position and s/he has been with the company since ___*date employee started*___ .

Regards,

Name of person writing letter
Contact information, including phone number, for person writing letter