# Employment Verification Letter

*This letter serves as official verification of employment for the individual named below. It is commonly used for third-party purposes including rental applications, visa processing, or loan approvals.*

To Whom It May Concern,

This letter is to confirm that **{fullName}** is currently employed with **{companyName}** as a **{jobTitle}**.

The employee began working with us on **{employmentStartDate}**, and is currently working on a **{employmentType}** basis (e.g. full-time, part-time, contract).

Their current salary is **{salary}** per **{salaryFrequency}** (e.g. annually, monthly), and their work location is at {workLocation}.

{#isStillEmployed}

As of the date of this letter, **{fullName}** is still actively employed with us.

{/isStillEmployed}

{^isStillEmployed}

**{fullName}** is no longer an active employee at our company.

{/isStillEmployed}

If you require any additional information or confirmation, please feel free to contact us at **{contactPhone}** or **{contactEmail}**.

Sincerely,

**{hrRepresentativeName}**  
*{hrRepresentativeTitle}*  
{companyName}  
{companyAddress}