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Employee verification letter

[Your name]

[Street name], [street number]

[City], [post code], [country]

[Date], [location]

To whom it may concern,

Please take this letter as confirmation of [employee's name]'s employment with Wavewords. They have been an employee of our company since [employment beginning date] with the title of [job title]. [Your company name]'s offices are situated at [full address]. [Employee's name]'s current salary is £[current salary amount] with an additional bonus of £[bonus amount] annually based on performance.

If you have additional questions or require further information, please feel free to contact us at youremailaddress@supplier.com.

[Your name]

[Your company name]

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