

[Name of the Authority]
[Designation of the Authority]
[Name of the Sender Company]
[Address of the Sender Company]

Date: [Month and date, Year]

[Name of the Addressee]
[Designation of the Addressee]
[Name of the Addressee's Organization]
[Address of the Addressee's Organization]

Re: Employment Verification for [Name of the Employee]

Dear Mr./Ms./Mrs./Dr. [Full name of Addressee]: To Whom it May Concern:

This letter is to inform you that [name of the employee] is working in our company [name of the employing company] as a [designation of the employee].

He has been working here for the past [time period] months. His gross monthly remuneration is \$ [amount].

If you need any more details, please feel free to contact us.

Sincerely,

[Signature of the authorizing person]

[Name of the authorizing person]
[Designation of the authorizing person]
[Contact number of the authorizing person]