<Insert Date>

**RE: Employment and Terms Verification Letter - <Insert Name>**

To Whom It May Concern,

This letter serves as verification that <Insert Name> is permanently employed, full-time, with <Insert Name of Company> in the position of <Insert Position>.

<Insert Name> started with <Insert Name of Company>, and their current rate of pay is <Insert Salary> per year.

Should you require further information and/or verbal confirmation of the details outlined in this letter, please do not hesitate to contact me directly.

Kind regards,

[Name]

[Title]

[Organization Name]