

[Company Letterhead]

Date: [Date of issuing employment verification letter]

To Whom It May Concern:

Dear Sir or Madam,

This is to certify that Mr. [First Name] [Last Name] is an employee at [Company Name] and is working as a [Designation] since [Date]. [His/Her] current gross salary is USD [xx,000] ([salary in words]) per annum.

If you have any questions regarding Mr. [First Name]'s employment, please contact our office at [Office HR Phone Number].

Sincerely,

[Signature of person issuing this letter]
[Manager HR] or [Designation]