TO

**[Receiver Name]**

**[Receiver Title]**

**ADDRESS: [Receiver Address]**

**EMAIL:** **[Email Address]**

**PHONE: [Home Phone]**

FROM

**[Sender Name]**

**[Sender Title]**

**Sub:** Verification letter

To Whom It May Concern,

Please accept this letter as verification of Samantha’s employment with the ABC Inc.

**Employee Name:** Samantha Rice

**Employment Dates:** May 5, 20XX – Present

**Current Job Title:** Senior User Experience Researcher

**Current Salary:** $140,000

If you have any questions or need any additional information, please feel free to contact us at 214-555-0101 or hr@abcinc.email.

Sincerely,

Richard Ramirez

Human Resources Manager

ABC Inc.