TO

**[Receiver Name]**

**[Receiver Title]**

**ADDRESS: [Receiver Address]**

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

**PHONE: [Home Phone]**

FROM

**[Sender Name]**

**[Sender Title]**

**Sub:** Employment Verification Letter

Dear Mr. Scott,

This letter is to verify that Ryan worked at **[your company name]** from March 28th, 20XX to April 2nd, 20XX as Junior Salesman. During his employment, he was responsible for assisting our senior sales executives by traveling to clients, increasing sales and generally supporting the office.

Ryan’s annual salary was $30,000 per year.

Unfortunately, due to company policy, we cannot disclose the specifics of why Ryan was relieved of his duties. However, it stemmed from a company restructuring. Should the opportunity arise, we would undoubtedly hire him again.

Please, let me know if you have any more questions. You can reach out to me on **[your contact details]** at any time and I’ll be happy to help.

Kind regards,

**[Your name]**.