[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:  
  
[Introduction] 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].   
  
[Employee history] He has been working here for the past [time period] months. His gross monthly remuneration is $ [amount].  
  
[Closing] If you need any more details, please feel free to contact us.

[Formal Closure] Sincerely,

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