

Employment Verification Letter

Bright Future Tech
123 Innovation Drive
Silicon Valley, CA, 94088
April 3, 2024

Ms. Jane Doe
HR Manager
Global Enterprises Inc.
456 Corporate Blvd
New York, NY, 10018

Dear Ms. Doe,

Subject: Employment Verification for John Smith

I am writing this letter to verify the employment of John Smith, who is currently employed with Bright Future Tech as a Software Engineer. He has been working with us since March 1, 2020.

John Smith is employed on a full-time basis, working approximately 40 hours per week. His current position entails developing high-quality software solutions, collaborating with the product team to design innovative software features, and leading the backend development team.

As per the company records, John Smith's current annual salary is \$85,000, excluding bonuses or other financial benefits. He has been a reliable and valuable asset to our team, consistently demonstrating exceptional problem-solving skills and a strong commitment to project success.

Please feel free to contact me at (123) 456-7890 or hr@brightfuturetech.com should you require any additional information or clarification regarding John Smith's employment status with Bright Future Tech.

Thank you for your attention to this matter. We appreciate your prompt response to this employment verification request.

Sincerely,

Laura Johnson

Human Resources Director

Bright Future Tech

(123) 456-7890 | laura.johnson@brightfuturetech.com