

[Your Company Letterhead]

[Date]

[Recipient's Name]

[Recipient's Address]

[City, State, Zip Code]

Subject: Employment Verification

Dear [Recipient's Name],

This letter serves to confirm that [Employee's Name] is employed with [Company Name] since [Start Date]. [He/She/They] currently holds the position of [Job Title] and is working [Full-Time/Part-Time].

If you require further information, please feel free to contact us.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Contact Information]