

[Your Company Letterhead]

[Date]

[Recipient's Name]

[Recipient's Title]

[Recipient's Company]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

This letter serves to verify the employment of [Employee's Name] at [Your Company's Name].

****Employee Details:****

- ****Full Name:**** [Employee's Name]

- ****Job Title:**** [Employee's Job Title]

- ****Employment Start Date:**** [Employee's Start Date]

- ****Employment Status:**** [Full-Time/Part-Time/Contract]

- ****Salary (if applicable):**** [Employee's Salary]

[Employee's Name] is currently employed with us and has been a valuable member of our team. Their responsibilities include [brief description of the employee's responsibilities or contributions].

Should you require any additional information or further verification, please feel free to contact me at [Your Phone Number] or [Your Email Address].

Sincerely,

[Your Name]

[Your Job Title]

[Your Company's Name]

[Your Company's Address]

[City, State, Zip Code]

[Your Phone Number]

[Your Email Address]