

[Your Company's Letterhead]

[Date]

[Recipient's Name]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Employment Verification for [Employee's Name]

This letter is to confirm the employment of [Employee's Name], who has been employed with [Company Name] since [Start Date].

Details of Employment:

- Employee Name: [Employee's Name]
- Job Title: [Employee's Job Title]
- Department: [Employee's Department]
- Employment Status: [Full-time/Part-time/Contractor]
- Salary: [Annual/Hourly Salary] (if applicable)
- Job Responsibilities: [Brief description of job responsibilities]

[Employee's Name] has demonstrated [positive attributes or performance highlights] during their tenure with us.

If you have any further questions regarding [Employee's Name], please do not hesitate to contact me at [Your Phone Number] or [Your Email Address].

Sincerely,

[Your Name]

[Your Job Title]

[Company Name]

[Company Phone Number]

[Company Email Address]