

[Your Company Letterhead]

[Date]

[Recipient Name]

[Recipient Address]

[City, State, Zip Code]

Dear [Recipient Name],

This letter serves as proof of employment for [Employee's Name], who has been employed with [Company Name] since [Start Date]. [He/She/They] holds the position of [Job Title] and is currently working [Full-Time/Part-Time] with us.

As part of [his/her/their] role, [Employee's Name] is responsible for [brief description of job responsibilities]. [He/She/They] has consistently demonstrated [mention any notable skills or achievements]. If you require any further information or verification, please feel free to contact me at [Your Phone Number] or [Your Email Address].

Sincerely,

[Your Name]

[Your Job Title]

[Company Name]

[Company Address]

[City, State, Zip Code]

[Company Phone Number]