

[Your Company's Letterhead]

[Date]

[Recipient's Name]

[Recipient's Title]

[Recipient's Company/Organization Name]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Employment Verification for [Employee's Name]

This letter is to officially verify the employment of [Employee's Name], who has been working with [Your Company's Name] since [Employee's Start Date].

[Employee's Name] currently holds the position of [Employee's Job Title] in the [Department Name] department. Their current employment status is [full-time/part-time] and they are compensated at a rate of [Employee's Salary/Hourly Rate] per [hour/week/month/year].

During their time with us, [Employee's Name] has demonstrated [mention any relevant skills, contributions, or achievements].

If you require any further information or have any questions, please do not hesitate 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]