

[Your Company Letterhead]

[Date]

[Recipient's Name]

[Recipient's Address]

[City, State, Zip Code]

Subject: Verification of Employment

Dear [Recipient's Name],

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

[Employee's Name] holds the position of [Job Title] in the [Department Name] and is currently [employed/full-time/part-time] with us.

[Optional: Brief description of the employee's job responsibilities and accomplishments.]

Should you require any further information regarding [Employee's Name]'s employment status, please feel free to contact me at [Your Phone Number] or [Your Email Address].

Thank you.

Sincerely,

[Your Name]

[Your Job Title]

[Company Name]

[Company Address]

[City, State, Zip Code]

[Company Phone Number]

[Company Email Address]