

[Company Logo]  
[Company Name]  
[Company Address]  
[City, State, Zip Code]  
[Phone Number]  
[Email Address]  
[Website URL]  
[Date]

[Recipient Name]  
[Recipient Address]  
[City, State, Zip Code]

Subject: Employment Verification for [Employee Name]

Dear [Recipient Name],

This letter is to confirm that [Employee Name] is currently employed with [Company Name] as a [Job Title]. [He/She/They] has been a part of our team since [Start Date] and is currently working [Full-time/Part-time] in the [Department Name].

[Employee Name]'s responsibilities include:

- [Responsibility 1]
- [Responsibility 2]
- [Responsibility 3]

[Employee Name] is compensated at a rate of [Salary/Hourly Rate], and [his/her/their] employment status is [Permanent/Contract/Internship].

If you require any further information, please feel free to contact us at [Phone Number] or [Email Address].

Sincerely,

[Your Name]  
[Your Job Title]  
[Company Name]