

[Your Company Letterhead]

[Date]

[Employee's Name]

[Employee's Address]

[City, State, Zip Code]

To Whom It May Concern,

I am writing to verify the employment of [Employee's Name] with  
[Company's Name].

**\*\*Employee Details:\*\***

- Employee Name: [Employee's Full Name]

- Job Title: [Employee's Job Title]

- Employment Duration: [Start Date] to Present/End Date

[Employee's Name] holds a position as [Job Title] and is responsible for  
[brief description of job responsibilities]. This letter is being issued  
upon the employee's request for [reason for verification, e.g., loan  
application, housing application, etc.].

If you have any further questions, please feel free to contact me at  
[Your Phone Number] or [Your Email Address].

Sincerely,

[Your Name]

[Your Job Title]

[Company's Name]

[Company's Address]

[City, State, Zip Code]