

[Your Company Letterhead]

[Date]

[Recipient's Name]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Employment Verification for [Employee's Name]

This letter serves as formal verification of employment for [Employee's Name], who has been employed with [Company Name] since [Start Date].

[Employee's Name] holds the position of [Job Title] and is a valued member of our team.

During their tenure with us, [Employee's Name] has demonstrated [mention any relevant skills, contributions, or traits]. Their current employment status is [Full-Time/Part-Time/Contract], and they work approximately [number of hours] hours per week.

For any further inquiries regarding [Employee's Name]'s employment status or role, 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]

[Phone Number]

[Email Address]