

[Your Company Letterhead]

[Date]

[Recipient Name]

[Recipient Title]

[Recipient Company]

[Recipient Address]

[City, State, Zip Code]

Dear [Recipient Name],

Subject: Employment Verification for [Employee Name]

This letter is to formally verify the employment of [Employee Name] at [Your Company Name].

****Employee Details:****

- ****Full Name:**** [Employee Name]
- ****Job Title:**** [Employee Job Title]
- ****Department:**** [Employee Department]
- ****Employee ID:**** [Employee ID] (if applicable)
- ****Employment Start Date:**** [Start Date]
- ****Employment Status:**** [Full-time/Part-time/Contract]
- ****End Date (if applicable):**** [End Date]

[Employee Name] has been employed with us since [Start Date] and is currently working as a [Job Title]. Their responsibilities include [brief description of responsibilities].

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

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

[Your Phone Number]

[Your Email Address]