

[Your Company Letterhead]

[Date]

[Recipient's Name]

[Recipient's Position]

[Recipient's Company Name]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Employment Verification for [Employee's Name]

I am writing to confirm the employment details of [Employee's Name], who has been employed with [Your Company Name] since [Start Date].

[Employee's Name] holds the position of [Job Title] and works in the [Department Name] department.

The details of their employment are as follows:

- **Employee ID:** [Employee ID]
- **Employment Status:** [Full-time/Part-time/Contract]
- **Annual Salary:** [Salary Amount]
- **Reporting Manager:** [Manager's Name]
- **Job Duties:**
 - [Responsibility 1]
 - [Responsibility 2]
 - [Responsibility 3]

[Employee's Name] has demonstrated exceptional skills in [describe relevant skills or achievements], and has contributed significantly to [specific projects or outcomes].

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

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

[Your Phone Number]

[Your Email Address]