

[Your Company Letterhead]

[Date]

[Recipient's Name]

[Recipient's Title]

[Company/Organization Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Employment Verification for [Employee's Name]

This letter is to confirm that [Employee's Name] has been employed with [Your Company Name] since [Start Date]. [He/She/They] currently holds the position of [Employee's Job Title] and works [Full-time/Part-time] at our [Location/Department].

[Employee's Name] is responsible for [Brief Description of Job Responsibilities] and has been a valued member of our team. [He/She/They] earns a salary of [Employee's Salary], and [his/her/their] employment status is active as of the date of this letter.

If you have any further questions or need additional information, please do not hesitate to contact me at [Your Phone Number] or [Your Email Address].

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Phone Number]

[Your Email Address]