

[Your Company Letterhead]

[Date]

[Recipient's Name]

[Recipient's Position]

[Recipient's Company]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

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

Details of Employment:

- Employee Name: [Employee's Full Name]
- Job Title: [Employee's Job Title]
- Department: [Department Name]
- Employment Status: [Full-time/Part-time/Contract]
- Salary: [Salary Amount or State "Available Upon Request"]

[Employee's Name] has been a valuable member of our team demonstrating [briefly describe the employee's contributions or performance].

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

Sincerely,

[Your Name]

[Your Job Title]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]