

[Your Company's Letterhead]

[Date]

[Recipient's Name]

[Recipient's Title]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

This letter is to verify the employment of [Employee's Name] with [Your Company Name].

****Employee Information:****

- ****Name:**** [Employee's Name]

- ****Job Title:**** [Employee's Job Title]

- ****Employment Period:**** [Start Date] to [End Date/Present]

- ****Employment Status:**** [Full-Time/Part-Time/Temporary, etc.]

- ****Salary/Hourly Rate:**** [Salary Information] (if applicable)

[Employee's Name] has been a valuable member of our team during their time with us and has performed their duties to our satisfaction.

Please feel free to contact me at [Your Phone Number] or [Your Email] should you require any further information.

Sincerely,

[Your Name]

[Your Job Title]

[Your Company Name]

[Your Contact Information]