

[Your Company Letterhead]

[Date]

[Recipient's Name]

[Recipient's Title]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Verification of Employment for [Employee's Name]

This letter is to confirm that [Employee's Name] was employed with [Your Company Name] from [Start Date] to [End Date]. During their tenure, they held the position of [Employee's Job Title] and were responsible for [Brief Description of Job Responsibilities].

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

Thank you.

Sincerely,

[Your Name]

[Your Job Title]

[Your Company Name]

[Your Phone Number]

[Your Email Address]