

[Your Company Letterhead]

[Date]

[Recipient's Name]

[Recipient's Title]

[Recipient's Company]

[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 of [Employee's Name] with [Your Company Name]. They have been employed as a Security Officer since [Start Date].

During their tenure, [Employee's Name] has demonstrated professionalism and a strong commitment to maintaining the safety and security of our premises. Their responsibilities include but are not limited to:

- Conducting regular patrols of the property
- Monitoring surveillance equipment
- Responding to incidents and emergencies
- Writing detailed activity reports

[Employee's Name] is currently [employed/terminated] and their employment status is [full-time/part-time/contract].

For any further inquiries, please feel free to contact me at [Your Phone Number] or [Your Email Address].

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]