

[Your Company's Letterhead]

[Date]

[Recipient's Name]

[Recipient's Title]

[Recipient's Organization]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to verify the employment of [Employee's Full Name], who has been employed with [Company Name] since [Start Date]. [Employee's Name] holds the position of [Job Title] and is currently working [Specify Full-time/Part-time] with us.

[Employee's Name] is responsible for [Brief Description of Job Responsibilities]. Their employment is ongoing, and we value their contributions to our team.

For any further information regarding [Employee's Name]'s employment, please feel free to contact me at [Your Phone Number] or [Your Email Address].

Sincerely,

[Your Name]

[Your Title]

[Company Name]

[Company Address]

[City, State, Zip Code]

[Phone Number]

[Email Address]