

[Your Company's Letterhead]

[Date]

[Employee's Name]

[Employee's Address]

[City, State, Zip Code]

To Whom It May Concern,

This letter is to confirm that [Employee's Name] has been employed with [Company's Name] since [Start Date] and holds the position of [Employee's Job Title]. [He/She/They] is currently working [full-time/part-time] in the [Department Name].

During [his/her/their] tenure with us, [Employee's Name] has demonstrated [insert brief description of the employee's responsibilities or contributions].

If you require any further information, please feel free to contact our HR department at [HR Contact Information].

Sincerely,

[Your Name]

[Your Job Title]

[Company's Name]

[Company Phone Number]

[Company Email Address]