

[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] is currently employed with [Company Name] as a [Job Title]. [He/She/They] has been with our organization since [Start Date] and is working [full-time/part-time] in our [Department Name].

[Employee's Name] is a valued member of our team and [his/her/their] responsibilities include [brief description of job responsibilities].

[Optional: any notable achievements or contributions].

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

Sincerely,

[Your Name]

[Your Job Title]

[Company Name]

[Company Address]

[City, State, Zip Code]

[Phone Number]

[Email Address]