

[Your Company's Letterhead]
[Date]
[Recipient's Name]
[Recipient's Title]
[Recipient's Company/Organization]
[Recipient's Address]
[City, State, Zip Code]

Dear [Recipient's Name],

This letter is to verify that [Employee's Name] is employed with [Company Name] as a [Job Title] since [Start Date]. [Employee's Name] is currently working [full-time/part-time] and their employment status is active.

Should you require any further information, 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]