

[Your Company Letterhead]

[Date]

[Recipient's Name]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

This letter is to confirm that [Employee's Name] is currently employed with [Company Name] since [Start Date]. [He/She/They] holds the position of [Employee's Job Title].

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

Sincerely,

[Your Name]

[Your Job Title]

[Company Name]

[Company Address]

[City, State, Zip Code]

[Company Phone Number]

[Company Email Address]