

[Your Company Letterhead]

[Date]

[Recipient Name]

[Recipient Address]

[City, State, Zip Code]

Dear [Recipient Name],

Subject: Workplace Verification Letter

This letter is to formally verify the employment of [Employee Name] at [Company Name].

[Employee Name] has been employed with us since [Start Date] and currently holds the position of [Job Title]. Their responsibilities include [Briefly describe job responsibilities].

[Employee Name] is a valued member of our team and contributes significantly to our operations. Should you require further information or clarification regarding their employment, please feel free to contact me at [Your Phone Number] or [Your Email Address].

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Job Title]

[Company Name]

[Company Address]

[City, State, Zip Code]

[Your Phone Number]

[Your Email Address]