

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

To Whom It May Concern,

I am writing this letter to confirm [Employee's Name]'s employment with [Company Name]. [He/She/They] has been employed with us since [Start Date] and currently holds the position of [Job Title]. [He/She/They] has demonstrated [mention relevant skills, achievements, or characteristics]. Should you require any further information, please do not hesitate to contact me.

Sincerely,

[Your Name]
[Your Job Title]
[Company Name]
[Company Phone Number]
[Company Email Address]