

[Your Company Letterhead]

[Date]

[Recipient's Name]

[Recipient's Title]

[Recipient's Company/Organization]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Employment Verification for [Employee's Name]

This letter is to confirm the employment of [Employee's Name], who has been employed with [Your Company Name] since [Start Date]. [He/She/They] currently holds the position of [Job Title] in the [Department Name] department.

[Employee's Name] has consistently demonstrated [mention any relevant skills, attributes, or accomplishments related to the job]. [He/She/They] is currently employed on a [full-time/part-time] basis, working [number of hours] hours per week.

The details of [Employee's Name]'s employment are as follows:

- ****Position****: [Job Title]
- ****Employment Status****: [Full-time/Part-time/Contract]
- ****Start Date****: [Start Date]
- ****Salary****: [Salary or indicate if salary information cannot be disclosed]

Should you require any further information, please do not hesitate to contact me at [Your Phone Number] or [Your Email Address].

Sincerely,

[Your Name]

[Your Job Title]

[Your Company Name]

[Your Company Phone Number]

[Your Company Email Address]