

[Your Company Letterhead]

[Date]

[Recipient's Name]

[Recipient's Position]

[Recipient's Company/Organization Name]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Employment Verification for [Employee's Name]

I am writing to verify the employment of [Employee's Name], who has been employed with [Your Company Name] since [Start Date] as a [Job Title]. During their tenure, [Employee's Name] has demonstrated skills in [list relevant skills or areas of expertise].

[Employee's Name] is currently employed in a [full-time/part-time] capacity, working approximately [number] hours per week. Their responsibilities include [briefly list key responsibilities or projects]. If you require any further information or have additional questions, 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 Position]

[Your Company Name]

[Your Phone Number]

[Your Email Address]