

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Employer's Name]  
[Company Name]  
[Company Address]  
[City, State, Zip Code]

Dear [Employer's Name],

I am writing to formally confirm my employment as a Certified Nursing Assistant (CNA) with [Company Name]. My start date was [Start Date], and I am currently employed in the [Department/Unit] as a [Position Title]. Throughout my time at [Company Name], I have demonstrated my commitment to providing exceptional patient care and assisting healthcare professionals in delivering quality services to our patients. Please let me know if you require any additional information for verification purposes.

Thank you for your attention to this matter.

Sincerely,

[Your Signature (if sending a hard copy)]  
[Your Printed Name]  
[Your Job Title]