

[Your Company Letterhead]

[Date]

[Recipient's Name]

[Recipient's Address]

[City, State, ZIP Code]

Subject: Employment Verification for [Employee's Name]

Dear [Recipient's Name],

This letter is to confirm that [Employee's Name] has been employed with [Company Name] since [Start Date]. They hold the position of [Job Title] and their current employment status is [Full-time/Part-time/Contract].

During their employment, [Employee's Name] has been responsible for [brief description of job duties and responsibilities].

If you require any further information, feel free to contact us at [Company Phone Number] or [Company Email Address].

Thank you.

Sincerely,

[Your Name]

[Your Job Title]

[Company Name]

[Company Address]

[City, State, ZIP Code]

[Phone Number]

[Email Address]