

[Your Company Letterhead]

[Date]

[Recipient's Name]

[Recipient's Title]

[Recipient's Company/Organization]

[Recipient's Address]

[City, State, Zip Code]

Subject: Employment Verification for [Employee's Name]

Dear [Recipient's Name],

This letter is to certify that [Employee's Name] is employed with [Your Company Name] as a [Employee's Job Title]. [He/She/They] has been with our organization since [Employee's Start Date] and currently works [full-time/part-time] at an annual salary of [Employee's Salary, if applicable].

[Employee's Name]'s responsibilities include:

- [Responsibility 1]
- [Responsibility 2]
- [Responsibility 3]

If you have any further questions regarding [Employee's Name]'s employment, 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 Address]

[City, State, Zip Code]

[Your Phone Number]

[Your Email Address]