

[Your Company Letterhead]

[Date]

[Recipient's Name]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

This letter is to verify the employment of [Employee's Name], who has been employed with [Company Name] since [Start Date]. [Employee's Name] holds the position of [Job Title] and is currently a [Full-Time/Part-Time] employee.

[He/She/They] is responsible for [brief description of job responsibilities or functions]. [Employee's Name] has consistently shown [positive attributes, e.g., dedication, professionalism, skills].

For any additional information or verification, please feel free to contact me at [Your Phone Number] or [Your Email Address].

Sincerely,

[Your Name]

[Your Job Title]

[Company Name]

[Company Address]

[City, State, Zip Code]

[Company Phone Number]