

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]

[Recipient Name]  
[Recipient Title]  
[Company/Organization Name]  
[Company Address]  
[City, State, Zip Code]

Dear [Recipient Name],

I am writing to request employment verification for [Employee's Name], who has been employed with [Company Name] from [Start Date] to [End Date/Present].

[Employee's Name] held the position of [Employee's Job Title] during this period, and their duties included [Brief Description of Responsibilities].

Please confirm the above-mentioned details and provide any additional information required for verification purposes. You can reach me at [Your Phone Number] or [Your Email Address] for any further questions.

Thank you for your assistance.

Sincerely,

[Your Name]  
[Your Job Title]  
[Your Company Name]