

[Your Company Letterhead]

[Date]

[Recipient's Name]

[Recipient's Title]

[Recipient's Company/Organization Name]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Employment Verification for [Employee's Full Name]

This letter is to confirm that [Employee's Full Name] is currently employed with [Your Company Name] as a [Employee's Job Title].

[He/She/They] has been with us since [Employee's Start Date] and [is/was] employed on a [full-time/part-time/contract] basis.

During [his/her/their] employment, [Employee's First Name] has demonstrated a high level of [responsibility/competence/skills].

[He/She/They] is responsible for [briefly describe job duties/responsibilities].

If you require any additional information regarding [Employee's First Name]'s employment, please feel free to contact me at [Your Phone Number] or [Your Email Address].

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Job Title]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

[Your Phone Number]

[Your Email Address]