

[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],

This letter is to verify the employment of [Employee's Name] with [Your Company Name].

**\*\*Employee Information:\*\***

- Name: [Employee's Name]

- Position: [Employee's Job Title]

- Employment Start Date: [Start Date]

- Employment Status: [Full-Time/Part-Time/Temporary]

- Salary: [Annual Salary/Hourly Rate] (If applicable)

[Employee's Name] has been a valued member of our team since [Start Date]. They are currently employed in the capacity of [Job Title] and have shown exemplary skills in [mention relevant skills or responsibilities].

If you require any further information 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 Title]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

[Your Phone Number]

[Your Email Address]