

[Your Company's 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 verify the employment of [Employee's Name], who worked at [Your Company's Name] from [Start Date] to [End Date].

During their employment, [Employee's Name] held the position of [Job Title]. Their duties included [brief description of job responsibilities].

[Optional: Any additional information, such as salary, performance, or additional comments.]

Please feel free to contact me at [Your Phone Number] or [Your Email Address] if you require any further information.

Sincerely,

[Your Name]

[Your Job Title]

[Your Company's Name]

[Your Company's Address]

[City, State, Zip Code]

[Your Phone Number]

[Your Email Address]