

[Your Company Letterhead]

[Company Name]

[Company Address]

[City, State, ZIP Code]

[Phone Number]

[Email Address]

[Date]

[Recipient's Name]

[Recipient's Position]

[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 has been employed with [Company Name] since [Start Date].

[Employee's Name] holds the position of [Job Title] within our organization and is responsible for [brief description of job responsibilities].

[Employee's Name] is currently employed on a [full-time/part-time] basis and has consistently demonstrated [mention any relevant qualities or achievements].

If you have any further questions or require additional information, please do not hesitate to contact me at [Your Phone Number] or [Your Email Address].

Sincerely,

[Your Name]

[Your Position]

[Company Name]