

[Your Company's Letterhead]

[Date]

[Employee's Name]

[Employee's Address]

[City, State, Zip Code]

Subject: Employment Verification

To Whom It May Concern,

This letter serves to confirm that [Employee's Name] is employed at [Company Name] in the position of [Job Title]. [He/She/They] has been with our organization since [Start Date] and is currently employed on a [full-time/part-time] basis.

[Employee's Name]'s responsibilities include [briefly describe main job responsibilities]. [He/She/They] has contributed to our team with [mention any notable achievements or skills].

If you require any additional information or verification, please feel free to contact us at [Company Phone Number] or [Company Email Address].

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Company Address]

[City, State, Zip Code]

[Company Phone Number]

[Company Email Address]