

[Your Company Letterhead]

[Date]

[Recipient's Name]

[Recipient's Position]

[Recipient's Company/Organization Name]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Employment Verification for [Employee's Name]

This letter is to confirm the employment details of [Employee's Name], who has been employed with [Your Company Name] since [Start Date].

Employee Details:

- Full Name: [Employee's Name]
- Position: [Employee's Position]
- Department: [Employee's Department]
- Employment Status: [Full-time/Part-time/Contract]
- Salary: [Employee's Salary] (if applicable)
- Duration of Employment: [Start Date] to [End Date or "Present" if currently employed]

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

Thank you.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

[Your Phone Number]

[Your Email Address]