

[Your Company Letterhead]

[Date]

[Recipient's Name]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Employee Identification Verification

This letter serves to confirm the employment details of [Employee's Name] who is currently employed with [Company Name] as a [Position Title].

****Employee Details:****

- ****Full Name:**** [Employee's Full Name]

- ****Employee ID:**** [Employee ID Number]

- ****Position Title:**** [Position Title]

- ****Department:**** [Department Name]

- ****Employment Status:**** [Full-time/Part-time/Contract]

- ****Start Date:**** [Employment Start Date]

If you require any further information or verification, please feel free to contact our Human Resources department at [HR contact number] or [HR email address].

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Company Address]

[City, State, Zip Code]

[Company Phone Number]

[Company Email Address]