

[Your Company's Letterhead]

[Date]

[Recipient's Name]

[Recipient's Address]

[City, State, Zip Code]

Subject: Employment Verification for [Employee's Name]

Dear [Recipient's Name],

This letter is to confirm that [Employee's Name] has been employed with [Company Name] since [Start Date]. [He/She/They] currently holds the position of [Job Title] and works in the [Department Name].

[Employee's Name] is a valued member of our team and is responsible for [brief description of duties and responsibilities].

For further verification or inquiries, please feel free to contact me at [Your Phone Number] or [Your Email Address].

Sincerely,

[Your Name]

[Your Job Title]

[Company Name]

[Company Address]

[City, State, Zip Code]

[Company Phone Number]