

[Your Company's Letterhead]

[Date]

[Recipient's Name]

[Recipient's Address]

Dear [Recipient's Name],

Subject: Employment Verification Letter

I am writing to confirm the employment details of [Employee's Name], who has been employed with us at [Company's Name] since [Start Date].

Employee Details:

- Name: [Employee's Name]
- Position: [Employee's Job Title]
- Department: [Employee's Department]
- Salary: [Employee's Salary]
- Employment Type: [Full-time/Part-time/Contract]

[Employee's Name] has consistently demonstrated [mention any skills, expertise or contributions pertinent to the employee].

Should you require any further information, please do not hesitate to contact us at [Company's Phone Number] or [Company's Email Address].

Yours sincerely,

[Your Name]

[Your Position]

[Company's Name]

[Company's Address]

[Company's Phone Number]

[Company's Email Address]