

[Your Company Letterhead]

[Date]

[Recipient's Name]

[Recipient's Title]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Employment Verification for [Employee's Name]

This letter is to confirm that [Employee's Name] is employed at [Your Company Name] as a [Job Title] since [Start Date]. During their tenure, [Employee's Name] has demonstrated exceptional skills in [specific skills or technologies relevant to the job, e.g., software development, network administration, etc.].

[Employee's Name] currently works [full-time/part-time] with a current compensation of [salary or hourly rate, if applicable]. Their responsibilities include [brief description of key responsibilities].

Should you require any further information or have any questions, please feel free to contact me at [Your Phone Number] or [Your Email Address].

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Phone Number]

[Your Email Address]