

[Your Company Letterhead]

[Date]

[Recipient's Name]

[Recipient's Position]

JPMorgan Chase & Co.

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

This letter serves to verify the employment of [Employee's Name] at [Your Company Name].

**\*\*Employee Details:\*\***

- Full Name: [Employee's Name]

- Job Title: [Employee's Job Title]

- Employment Dates: [Start Date] to [End Date/Present]

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

[Employee's Name] has been a valuable member of our team, contributing to [brief description of duties or responsibilities].

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

Sincerely,

[Your Name]

[Your Job Title]

[Your Company Name]

[Your Company Phone Number]

[Your Company Email Address]