

[Your Company Letterhead]

[Date]

[Recipient's Name]

[Recipient's Title]

[Recipient's Company/Organization]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

This letter is to formally verify the employment of [Employee's Name], who has been employed with [Your Company Name] as a Store Keeper since [Employment Start Date]. During this period, [he/she/they] has demonstrated [mention key qualities, responsibilities, or skills].

[Employee's Name] is currently [full-time/part-time] and is responsible for [briefly list key job responsibilities]. [He/She/They] has consistently displayed professionalism and a strong work ethic in [his/her/their] role.

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

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]