

[Your Name]  
[Your Position]  
JW Hotel  
[Hotel Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Employee's Name]  
[Employee's Address]  
[City, State, Zip Code]

Dear [Employee's Name],

This letter serves to confirm your employment with JW Hotel. Below are the details pertaining to your employment:

- \*\*Employee Name:\*\* [Employee's Full Name]
- \*\*Job Title:\*\* [Employee's Job Title]
- \*\*Employment Dates:\*\* [Start Date] to [End Date or "Present" if currently employed]
- \*\*Employment Status:\*\* [Full-time/Part-time/Temporary]
- \*\*Department:\*\* [Employee's Department]

If you have any questions regarding this verification, please feel free to contact me at the number or email provided above.

Sincerely,

[Your Name]  
[Your Position]  
JW Hotel