

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[Employer's Name]
[Company's Name]
[Company's Address]
[City, State, Zip Code]

Dear [Employer's Name],

Subject: Employment Security Letter

I am writing to formally request a letter confirming my employment status with [Company's Name]. As per my understanding, an employment security letter serves to outline my current position, length of employment, and overall job stability within the company.

Please include the following information in the letter:

- My full name: [Your Full Name]
- Job title: [Your Job Title]
- Employment start date: [Start Date]
- Employment status: [Full-time/Part-time/Contract]
- Confirmation of my good standing with the company

Should you require any additional information, please feel free to contact me at [Your Phone Number] or [Your Email Address]. I appreciate your assistance in this matter.

Thank you for your prompt attention to this request.

Sincerely,

[Your Name]
[Your Job Title]