

[Your Company's Letterhead]

[Date]

[Recipient's Name]

[Recipient's Position]

[Recipient's Company]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

This letter is to verify the employment of [Employee's Name] with [Company Name].

**\*\*Employee Information\*\***

- Employee Name: [Employee's Full Name]

- Job Title: [Employee's Job Title]

- Employment Start Date: [Start Date]

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

- Department: [Department Name]

**\*\*Verification Details\*\***

[Employee's Name] is employed as a [Job Title] and has been with the company since [Start Date]. They have demonstrated [mention any relevant skills, qualities, or achievements].

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

Sincerely,

[Your Name]

[Your Job Title]

[Company Name]

[Company Phone Number]

[Company Address]