

[Your Company's Letterhead]

[Date]

[Recipient's Name]

[Recipient's Title]

[Company/Organization Name]

[Company Address]

[City, State, Zip Code]

Subject: Employment Verification for [Employee's Name]

Dear [Recipient's Name],

This letter is to confirm the employment of [Employee's Full Name], who has been employed with [Your Company's Name] since [Employee's Start Date].

Employee Information:

- Position: [Employee's Job Title]
- Department: [Employee's Department]
- Status: [Full-time/Part-time/Temporary]
- Salary: [Employee's Salary/Hourly Rate if applicable]

[Employee's Name] has demonstrated [a brief description of the employee's performance, skills, or character, if applicable].

If you require any further information, please do not hesitate to contact me at [Your Phone Number] or [Your Email Address].

Sincerely,

[Your Name]

[Your Title]

[Your Company's Name]

[Your Company's Address]

[City, State, Zip Code]

[Phone Number]

[Email Address]