

[Your Company Letterhead]

[Your Company Name]

[Your Company Address]

[City, State, ZIP Code]

[Phone Number]

[Email Address]

[Date]

[Recipient Name]

[Recipient Title]

[Recipient Company Name]

[Recipient Company Address]

[City, State, ZIP Code]

Dear [Recipient Name],

Subject: Employment Verification for [Employee's Name]

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

[Employee's Name] currently holds the position of [Employee's Job Title].

[Employee's Name] has demonstrated [mention any relevant skills, achievements, or positive attributes]. Their responsibilities include [list key responsibilities].

For any further inquiries or verification, please feel free to contact me at [Your Phone Number] or [Your Email Address].

Sincerely,

[Your Name]

[Your Job Title]

[Your Company Name]