

[Your Company Letterhead]

[Date]

[Employee's Name]

[Employee's Address]

[City, State, Zip Code]

To Whom It May Concern,

This letter is to confirm the employment of [Employee's Name], who has been employed with [Company Name] since [Start Date]. [Employee's Name] currently holds the position of [Job Title] and works [Full-time/Part-time] at our [Location/Branch] in Kentucky.

[Employee's Name] is a valuable member of our team, demonstrating [briefly describe employee's responsibilities and qualities].

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

Sincerely,

[Your Name]

[Your Job Title]

[Company Name]

[Company Address]

[City, State, Zip Code]

[Company Phone Number]