

[Your Company Letterhead]

[Date]

[Recipient's Name]

[Recipient's Title]

[Recipient's Company/Organization]

[Recipient's Address]

[City, State, Zip Code]

Subject: Employment Verification for [Employee's Name]

Dear [Recipient's Name],

This letter serves to confirm the employment of [Employee's Name], who has been employed with [Your Company Name] since [Employee's Start Date]. [Employee's Name] currently holds the position of [Employee's Job Title] and works [full-time/part-time] in the [Department Name] department.

The following details pertain to [Employee's Name]'s employment with us:

- ****Position****: [Employee's Job Title]
- ****Employment Status****: [Full-time/Part-time]
- ****Start Date****: [Employee's Start Date]
- ****Annual Salary/Hourly Rate****: [Salary/Rate, if applicable]
- ****Job Responsibilities****: [Brief description of job responsibilities]

Please feel free to contact us at [Your Phone Number] or [Your Email Address] if you require any further information or clarification.

Sincerely,

[Your Name]

[Your Job Title]

[Your Company Name]

[Your Phone Number]

[Your Email Address]

[Company Address]

[City, State, Zip Code]