

[Your Company Letterhead]

[Date]

[Recipient Name]

[Recipient Address]

[City, State, Zip Code]

Dear [Recipient Name],

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

Employee Details:

- Employee Name: [Employee's Name]
- Job Title: [Employee's Job Title]
- Employment Start Date: [Start Date]
- Employment Status: [Full-time/Part-time]
- Salary (if applicable): [Salary]

[Employee's Name] has been a valued member of our team since [Start Date]. Their responsibilities include [brief description of job responsibilities].

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

Sincerely,

[Your Name]

[Your Job Title]

[Company Name]

[Company Address]

[City, State, Zip Code]

[Phone Number]

[Email Address]