

[Your Name]
[Your Title]
[Your Organization]
[Your Organization's Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[Recipient's Name]
[Recipient's Address]
[City, State, Zip Code]

Dear [Recipient's Name],

This letter is to confirm the employment of [Employee's Name] at [Your Organization] as a Licensed Clinical Social Worker (LCSW). [He/She/They] has been employed with us since [Start Date] and currently holds the position of [Job Title].

[Employee's Name] is responsible for [Brief Description of Duties/Responsibilities]. Throughout [his/her/their] tenure, [he/she/they] has demonstrated professionalism and competency in [specific skills or areas of expertise].

If you require any additional information or clarification, please feel free to contact me directly at [Your Phone Number] or [Your Email Address].

Sincerely,

[Your Signature (if sending a hard copy)]
[Your Printed Name]
[Your Title]
[Your Organization]