

[Your Name]
[Your Address]
[City, State, ZIP Code]
[Email Address]
[Phone Number]
[Date]

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

Subject: Employment Verification for [Nanny's Full Name]

Dear [Recipient's Name],

I am writing to verify the employment of [Nanny's Full Name], who has been employed as a nanny in my household from [Start Date] to [End Date/Present].

During this time, [Nanny's Name] has been responsible for the care of my children, [Names of Children], aged [Ages], which includes [briefly describe duties, e.g., preparing meals, arranging activities, assisting with homework, etc.].

[Nanny's Name] has consistently demonstrated a high level of professionalism, responsibility, and dedication to their role.

Please feel free to contact me at [Your Phone Number] or [Your Email Address] for any further information or clarification regarding their employment.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]

[Your Title/Relationship to Nanny]