

[Your Company Letterhead]

[Company Name]

[Company Address]

[City, State, Zip Code]

[Phone Number]

[Email Address]

[Date]

[Recipient Name]

[Recipient Address]

[City, State, Zip Code]

Subject: Employment Verification Letter for [Employee's Name]

Dear [Recipient Name],

This letter is to confirm that [Employee's Name] is employed at [Company Name] as a [Job Title] since [Employment Start Date]. [He/She/They] currently works on a [full-time/part-time] basis and is compensated at a rate of [Salary/Hourly Rate].

[Employee's Name] is responsible for [Brief Description of Job Duties]. [He/She/They] has demonstrated [mention any skills, accomplishments, or relevant attributes].

If you require any further information regarding [Employee's Name]'s employment, please feel free to contact me directly at [Your Phone Number] or [Your Email Address].

Sincerely,

[Your Name]

[Your Job Title]

[Company Name]