

[Your Company Letterhead]

[Date]

[Recipient Name]

[Recipient Title]

[Recipient Company]

[Recipient Address]

[City, State, Zip Code]

Dear [Recipient Name],

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

I am writing to confirm the employment of [Employee's Full Name] in our organization. [Employee's Name] has been employed with [Your Company Name] since [Start Date] and holds the position of [Job Title].

During their tenure, [Employee's Name] has demonstrated [positive traits or responsibilities related to the role]. Their contribution to the team has been invaluable, and they continue to be a key member of our organization.

If you require any further information, please do not hesitate to contact me at [Your Phone Number] or [Your Email Address].

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Job Title]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]