

[Your Company Letterhead]

[Date]

[Recipient's Name]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Employment Verification for [Employee's Name]

This letter is to confirm the employment of [Employee's Name] with [Company Name]. Below are the relevant details regarding their employment:

- ****Employee's Position****: [Job Title]
- ****Employment Dates****: [Start Date] to [End Date] (or "Present" if currently employed)
- ****Employment Status****: [Full-Time/Part-Time]
- ****Annual Salary****: [Salary Amount] (if applicable)
- ****Work Schedule****: [Days and Hours Worked]

If you have any questions or require further information, please feel free to contact me 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]