

[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 that [Employee's Name] is employed at [Company Name] as a [Job Title]. [He/She/They] has been with us since [Start Date] and is currently employed on a [full-time/part-time] basis.

[Optional: Brief description of job responsibilities or position details.]

If you have any further questions or require additional 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]