

[Your Company's Letterhead]  
[Date]  
[Recipient's Name]  
[Recipient's Job Title]  
[Recipient's Company/Organization]  
[Recipient's Address]  
[City, State, Zip Code]

Dear [Recipient's Name],

This letter serves to verify the employment of [Employee's Name] who has been employed with [Your Company's Name] since [Start Date]. [Employee's Name] currently holds the position of [Employee's Job Title] within our [Department/Division Name].

[He/She/They] works [Full-time/Part-time] and is compensated at a rate of [Salary/Hourly Wage] as of [Date]. [Employee's Name] has demonstrated [his/her/their] commitment to [Company's Name] through [specific example of contributions or responsibilities].

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

Sincerely,

[Your Name]  
[Your Job Title]  
[Your Company's Name]  
[Your Phone Number]  
[Your Email Address]