

[Your Company Letterhead]

[Date]

[Recipient Name]

[Recipient Title]

[Recipient Company/Organization]

[Recipient Address]

[City, State, Zip Code]

Subject: Employment Verification for [Employee Name]

Dear [Recipient Name],

This letter is to verify the employment of [Employee Name] at [Your Company Name].

- **Employee Name:** [Employee Name]

- **Position:** [Job Title]

- **Department:** [Department Name]

- **Employment Dates:** [Start Date] to Present (or End Date if applicable)

- **Work Schedule:** [Full-time/Part-time]

- **Salary:** [Annual/Hourly Salary, if applicable]

[Employee Name] has been an asset to our team, demonstrating [mention any relevant skills, contributions, or achievements that may be helpful].

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

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Company Address]

[City, State, Zip Code]

[Your Phone Number]

[Your Email Address]