

[Your Company Letterhead]

[Date]

[Recipient's Name]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

This letter is to confirm that [Employee's Name] is currently employed at [Company Name] as a [Job Title]. [He/She/They] has been with our company since [Start Date].

[Employee's Name] is employed on a [full-time/part-time] basis, and [his/her/their] responsibilities include [brief description of job responsibilities]. [He/She/They] works an average of [number] hours per week.

Should you have any further questions or need 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]