

[Your Company Letterhead]

[Date]

[Recipient Name]

[Recipient Title]

[Recipient Company]

[Recipient Address]

[City, State, Zip Code]

Subject: Employment Verification for [Employee's Name]

Dear [Recipient Name],

This letter is to verify the employment of [Employee's Name] with [Your Company Name].

Employee Information:

- Name: [Employee's Name]
- Position: [Employee's Position]
- Employment Start Date: [Start Date]
- Employment Status: [Full-Time/Part-Time/Contract]
- Salary: [Salary/Hourly Rate] (if applicable)

[Employee's Name] is currently [describe current job responsibilities or any relevant information].

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

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

[Your Phone Number]

[Your Email Address]