

[Your Company Letterhead]

[Date]

[Recipient Name]

[Recipient Title]

[Recipient Company/Organization]

[Recipient Address]

[City, State, Zip Code]

Dear [Recipient Name],

Subject: Employment Verification for [Employee Full Name]

This letter is to verify the employment of [Employee Full Name], who has been employed with [Company Name] since [Employee Start Date].

[He/She/They] currently holds the position of [Employee Job Title] in the [Department Name] department.

[Employee Full Name] is a [full-time/part-time] employee working [number of hours] hours per week. [He/She/They] is responsible for [brief description of job responsibilities].

Should you require any further 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]