

[Your Company Letterhead]

[Date]

[Employer's Name]

[Employer's Position]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Employer's Name],

Subject: Employment Verification for [Employee's Name]

This letter is to confirm the employment details of [Employee's Name], who has been employed with [Your Company Name] since [Start Date].

[Employee's Name] holds the position of [Job Title] in the [Department Name].

Employment Details:

- Employee Name: [Employee's Name]

- Job Title: [Job Title]

- Employment Type: [Full-time/Part-time/Contract]

- Start Date: [Start Date]

- Current Salary: [Salary, if applicable]

- Job Responsibilities: [Brief description of job responsibilities]

If you require any further information regarding [Employee's Name]'s employment, please feel free to contact me at [Your Phone Number] or [Your Email Address].

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Company Phone Number]

[Your Company Email Address]