

[Your Company Letterhead]

[Date]

[Recipient's Name]

[Recipient's Title]

[Recipient's Company/Organization]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to verify the employment of [Employee's Name] at [Your Company's Name]. [Employee's Name] has been employed with us since [Start Date] and currently holds the position of [Employee's Position].

During their time with us, [Employee's Name] has demonstrated [provide a brief description of their role, responsibilities, and any notable achievements].

If you require any additional information or specific details, please feel free to contact me at [Your Phone Number] or [Your Email Address].

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Title]

[Your Company's Name]

[Your Company Phone Number]

[Your Company Email Address]