

[Your Company Letterhead]

[Date]

[Recipient's Name]

[Recipient's Address]

[City, State, Zip Code]

Subject: Employment Verification for [Employee's Name]

Dear [Recipient's Name],

This letter serves to confirm the employment of [Employee's Name] at [Company Name]. [Employee's Name] has been employed with us since [Start Date] and currently holds the position of [Job Title].

As part of their role, [he/she/they] is responsible for [brief description of job duties and responsibilities]. [Employee's Name] works a total of [number] hours per week and receives a salary of [salary amount].

Please feel free to contact me at [Your Phone Number] or [Your Email Address] should you require any additional information regarding [Employee's Name]'s employment.

Sincerely,

[Your Name]

[Your Job Title]

[Company Name]

[Company Address]

[City, State, Zip Code]

[Company Phone Number]

[Company Email Address]