

[Your Company's Letterhead]
[Date]
[Recipient's Name]
[Recipient's Title]
[Recipient's Company/Organization]
[Recipient's Address]
[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Employee Verification Undertaking

I, [Your Name], [Your Position] at [Your Company Name], hereby confirm that [Employee's Name], holding the position of [Employee's Job Title], has been employed with us since [Start Date]. This letter serves as an undertaking for the verification of their employment details.

Should you require any further clarification or additional information, please feel free to contact me directly at [Your Phone Number] or [Your Email Address].

Thank you for your attention to this matter.

Sincerely,

[Your Signature]
[Your Printed Name]
[Your Position]
[Your Company Name]
[Company Address]
[City, State, Zip Code]
[Phone Number]
[Email Address]