

[Your Name]
[Your Position]
[Your Company Name]
[Company Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient's Name]
[Recipient's Position]
[Recipient's Company Name]
[Company Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to verify the employment of [Employee's Name] who has worked with us at [Your Company Name] from [Start Date] to [End Date]. During their time with us, [Employee's Name] held the position of [Job Title] and was responsible for [Brief Description of Duties].

[Employee's Name] demonstrated [mention skills, achievements, or positive attributes], and was a valuable member of our team.

If you have any further questions, please feel free to contact me at [Phone Number] or [Email Address].

Sincerely,

[Your Signature (if sending a hard copy)]
[Your Printed Name]
[Your Position]