

[Your Company Letterhead]

[Date]

[Recipient's Name]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

This letter is to verify 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]. [He/She/They] works [Full-time/Part-time] and is responsible for [brief description of job responsibilities].

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

Sincerely,

[Your Name]

[Your Job Title]

[Company Name]

[Company Phone Number]

[Company Email Address]