

[Your Company Letterhead]

[Date]

[Recipient's Name]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Employment Verification for [Employee's Name]

This letter is to confirm the employment of [Employee's Name], who has been employed with [Company Name] since [Start Date]. [Employee's Name] holds the position of [Job Title] and is currently working in the [Department Name] department.

Employee Details:

- Name: [Employee's Full Name]
- Job Title: [Employee's Job Title]
- Employment Start Date: [Start Date]
- Employment Status: [Full-time/Part-time/Contract]
- Salary: [Employee's Salary, if permissible]
- Supervisor: [Supervisor's Name and Title]

[Employee's Name] has consistently demonstrated [mention any skills, contributions, or achievements relevant to their employment]. Their responsibilities include [list key duties and responsibilities].

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

Sincerely,

[Your Name]

[Your Job Title]

[Company Name]

[Company Address]

[City, State, Zip Code]

[Company Phone Number]

[Company Email Address]