

[Your Company's Letterhead]

[Date]

[Recipient's Name]

[Recipient's Address]

[City, State, Zip Code]

Subject: Employment Verification for [Employee's Full Name]

Dear [Recipient's Name],

This letter serves as verification of employment for [Employee's Full Name], who has been employed with [Company Name] since [Start Date] and currently holds the position of [Job Title].

During their tenure, [Employee's First Name] has demonstrated [a brief description of work performance, skills, or contributions]. Their current employment is [Full-time/Part-time] and they work approximately [Number of Hours] hours per week.

If you require any further information or specifics regarding [Employee's First Name]'s employment, 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]