

[Your Company's Letterhead]

[Date]

[Recipient's Name]

[Recipient's Title]

[Company/Organization Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

This letter serves to verify the employment of [Employee's Name] at [Your Company's Name].

****Employee Information:****

- Full Name: [Employee's Name]

- Position/Title: [Employee's Title]

- Employment Start Date: [Start Date]

- Employment End Date (if applicable): [End Date]

- Employment Status: [Full-time/Part-time/Contract]

[Optional: Brief description of the employee's job responsibilities or performance.]

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

Sincerely,

[Your Name]

[Your Title]

[Your Company]

[Company Phone Number]

[Company Email Address]