

[Your Company Letterhead]

[Date]

[Recipient's Name]

[Recipient's Title]

[Recipient's Company/Organization]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Employment Verification for [Employee's Name]

I am writing to confirm the employment details of [Employee's Name], who has been employed with [Your Company Name] since [Start Date].

****Employee Information:****

- Name: [Employee's Name]

- Position: [Employee's Job Title]

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

- Department: [Department Name]

- Salary: [Salary Information] (if applicable)

[Employee's Name] has demonstrated [mention any relevant skills, achievements, or responsibilities]. They are currently [describe current project, role, etc. if needed].

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

Sincerely,

[Your Name]

[Your Job Title]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

[Your Phone Number]

[Your Email Address]