

[Your Company Letterhead]

[Date]

[Recipient's Name]

[Recipient's Title]

[Recipient's Company/Organization Name]

[Address]

[City, State, Zip Code]

Dear [Recipient's Name],

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

- **Employee's Name:** [Employee's Name]

- **Position:** [Employee's Job Title]

- **Employment Dates:** [Start Date] to [End Date or Present]

- **Employment Status:** [Full-time/Part-time/Temporary]

- **Salary:** [Annual or Hourly Salary, if applicable]

[Employee's Name] has been an invaluable member of our team, demonstrating [mention any relevant skills or contributions]. If you have any further questions, please feel free to contact me at [Your Phone Number] or [Your Email Address].

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Phone Number]

[Your Email Address]