

[Your Company Letterhead]

[Date]

[Recipient Name]

[Recipient Title]

[Company/Organization Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient Name],

I am writing to confirm the employment of [Employee's Full Name], who has been employed with [Your Company Name] since [Start Date] and is currently working as [Employee's Job Title].

[Employee's Full Name] is employed on a [full-time/part-time] basis and has consistently demonstrated [mention any relevant skills or attributes].

Should you require any further information regarding [Employee's Full Name]'s employment, please feel free to contact me at [Your Phone Number] or [Your Email Address].

Sincerely,

[Your Name]

[Your Job Title]

[Your Company Name]

[Your Phone Number]

[Your Email Address]