

[Your Company's Letterhead]
[Date]

[Recipient's Name]
[Recipient's Title]
[Recipient's Company]
[Recipient's Address]
[City, State, Zip Code]

Dear [Recipient's Name],

This letter is to verify the employment history of [Employee's Name], who was employed with us at [Your Company's Name] from [Start Date] to [End Date]. During their time in our company, [Employee's Name] held the position of [Employee's Job Title] and was responsible for [brief description of job responsibilities].

[Employee's Name] demonstrated [mention any relevant skills, achievements, or contributions]. We found them to be a valuable member of our team.

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

Sincerely,

[Your Name]
[Your Title]
[Your Company's Name]
[Your Company's Address]
[City, State, Zip Code]