

[Your Company's Letterhead]

[Date]

[Recipient's Name]

[Recipient's Position]

[Recipient's Company]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

This letter is to confirm the employment of [Employee's Name] with [Your Company's Name]. [Employee's Name] has been employed with us since [Start Date] and holds the position of [Position Title].

During their time with us, [Employee's Name] has demonstrated [mention any relevant skills, contributions, or qualities].

If you require any further information, please do not hesitate to contact me at [Your Phone Number] or [Your Email Address].

Sincerely,

[Your Name]

[Your Position]

[Your Company's Name]

[Your Phone Number]

[Your Email Address]