

[Your Company's Letterhead]

[Date]

[Recipient's Name]

[Recipient's Position]

[Recipient's Company Name]

[Recipient's Company Address]

Dear [Recipient's Name],

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

[Employee's Full Name] has been employed with us since [Start Date] and currently holds the position of [Job Title]. In this role, [he/she/they] is responsible for [brief description of job responsibilities].

[Employee's Full Name] has demonstrated [optional: mention any positive performance attributes, skills, or contributions].

If you require any additional information, 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's Address]

[Your Phone Number]

[Your Email Address]