

[Your Company Letterhead]

[Date]

[Recipient's Name]

[Recipient's Title]

[Company's Name]

[Company's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Verification of Employment for [Employee's Name]

This letter serves as a verification of employment for [Employee's Name], who has worked with us at [Company Name] since [Start Date].

[He/She/They] is currently employed as a [Job Title] in the [Department Name].

[Employee's Name] has held the following responsibilities during [his/her/their] tenure:

- [Responsibility 1]

- [Responsibility 2]

- [Responsibility 3]

[He/She/They] has demonstrated [positive qualities or achievements] and has been an asset to our team.

For any further inquiries regarding [Employee's Name]'s employment, please feel free to contact me at [Your Phone Number] or [Your Email Address].

Sincerely,

[Your Name]

[Your Title]

[Company Name]

[Company Phone Number]

[Company Email Address]