

[Your Company's Letterhead]

[Date]

[Recipient's Name]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

This letter serves as verification of employment for [Employee's Full Name], who has been employed with [Company Name] since [Start Date].

[He/She/They] holds the position of [Job Title] and currently works in the [Department Name] department.

[Employee's Full Name] is a valued member of our team, and

[his/her/their] current employment status is [full-time/part-

time/contract]. [Employee's Full Name] is responsible for [brief description of job duties or responsibilities].

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

Sincerely,

[Your Name]

[Your Job Title]

[Company Name]

[Company Address]

[City, State, Zip Code]

[Company Phone Number]

[Company Email Address]