

[Your Company's Letterhead]

[Date]

[Recipient's Name]

[Recipient's Address]

[City, State, Zip Code]

Subject: Employment Verification for [Employee's Name]

Dear [Recipient's Name],

This letter is to confirm the employment of [Employee's Name], who has been employed with [Company's Name] since [Start Date]. [Employee's Name] holds the position of [Job Title] and is currently working [Full-Time/Part-Time] with us.

Details of Employment:

- Employee ID: [Employee ID]
- Job Title: [Job Title]
- Department: [Department Name]
- Salary: [Salary/Hourly Rate]
- Employment Status: [Active/Terminated/Leave]
- Work Schedule: [Days and Hours Worked]

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

Sincerely,

[Your Name]

[Your Job Title]

[Company's Name]

[Company's Phone Number]

[Company's Address]

[City, State, Zip Code]