

[Your Company Letterhead]

[Date]

[Recipient's Name]

[Recipient's Title]

[Recipient's Company]

[Recipient's Address]

[City, State, Zip Code]

Subject: Employment Verification for [Employee's Name]

Dear [Recipient's Name],

This letter is to confirm that [Employee's Name] has been employed at [Your Company's Name] since [Start Date]. [Employee's Name] currently holds the position of [Employee's Job Title] and works in the [Department/Division Name].

[Employee's Name] is a valued member of our team and has demonstrated [briefly describe the employee's responsibilities and skills].

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

Thank you.

Sincerely,

[Your Name]

[Your Job Title]

[Your Company's Name]

[Your Company Phone Number]

[Your Company Email Address]