

[Your Company's Letterhead]

[Date]

[Recipient's Name]

[Recipient's Position]

[Company's Name]

[Company's Address]

Dear [Recipient's Name],

Subject: Employment Verification for [Employee's Name]

I am writing to verify the employment of [Employee's Name], who worked with us at [Your Company's Name] from [Start Date] to [End Date] as a [Employee's Position].

During their time with us, [Employee's Name] was responsible for [brief description of duties and responsibilities]. Their contributions were valuable to our team, and they demonstrated skills in [mention any relevant skills or attributes].

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

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company's Name]

[Your Contact Information]