

****Service Letter Template****

[Your Company Letterhead]

[Company Name]

[Company Address]

[City, State, Zip Code]

[Phone Number]

[Email Address]

[Date]

[Employee's Name]

[Employee's Address]

[City, State, Zip Code]

Dear [Employee's Name],

This letter serves as a formal confirmation of your employment with [Company Name]. You have been employed with us since [Start Date] and your current position is [Job Title].

During your time with [Company Name], you have been responsible for the following duties:

- [Responsibility 1]
- [Responsibility 2]
- [Responsibility 3]

We appreciate your contributions to the team and the professionalism you have exhibited throughout your tenure.

Should you require any further information or clarification regarding your service, please feel free to reach out to [Contact Person] at [Contact Information].

Best regards,

[Your Name]

[Your Job Title]

[Company Name]

Note: Please fill in the brackets with the appropriate information.