

[Your Company's Letterhead]

[Date]

[Recipient's Name]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

This letter is to confirm that [Employee's Name] has been employed with [Company's Name] since [Start Date] and holds the position of [Job Title].

[Employee's Name] currently works [Full-time/Part-time] and is responsible for [Brief Description of Duties].

If you require any further information, 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 Address]

[City, State, Zip Code]

[Phone Number]

[Email Address]