

[Your Company Letterhead]

[Date]

[Recipient's Name]

[Recipient's Title]

[Recipient's Company/Organization Name]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Employment Verification for [Employee's Name]

This letter is to confirm that [Employee's Name] has been employed with [Your Company Name] since [Start Date]. [He/She/They] holds the position of [Employee's Position], where [he/she/they] is responsible for [brief description of job responsibilities].

To date, [Employee's Name] has exhibited [mention any notable qualities, skills, or achievements]. [He/She/They] is currently earning a salary of [Salary Amount] and [briefly state employment status, e.g., full-time, part-time].

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].

Sincerely,

[Your Name]

[Your Job Title]

[Your Company Name]

[Your Phone Number]

[Your Email Address]