

[Your Company Letterhead]

[Date]

[Recipient Name]

[Recipient Title]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient Name],

This letter is to verify the employment of [Employee Name], who has been employed with [Your Company Name] since [Start Date]. [Employee Name] holds the position of [Employee Job Title] and is currently working [Full-time/Part-time] at our [Location/Department].

Should you require any further information or verification, please feel free to contact us at:

Phone: [Your Phone Number]

Email: [Your Email Address]

Thank you.

Sincerely,

[Your Name]

[Your Job Title]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

[Your Phone Number]

[Your Email Address]