

[Your Company's Letterhead]

[Date]

[Recipient's Name]

[Recipient's Address]

[City, State, Zip Code]

Subject: Employment Verification Letter

Dear [Recipient's Name],

This letter is to confirm that [Employee's Name] has been employed with [Company Name] from [Start Date] to [End Date/Present]. [He/She/They] held the position of [Job Title] during [his/her/their] tenure with us. [He/She/They] was responsible for [briefly list job responsibilities or duties].

[Employee's Name] was a valued member of our team, and we can confirm that [he/she/they] has maintained a professional and positive work ethic throughout [his/her/their] employment with us.

If you require any further information, please do not hesitate to contact us at [Your Phone Number] or [Your Email Address].

Sincerely,

[Your Name]

[Your Job Title]

[Company Name]

[Company Address]

[City, State, Zip Code]