

[Your Company's Letterhead]

[Date]

[Recipient's Name]

[Recipient's Title]

[Department/Agency Name]

[Address]

[City, State, Zip Code]

Dear [Recipient's Name or "To Whom It May Concern"],

This letter is to verify the employment of [Employee's Name], who has been employed with [Your Company Name] since [Start Date]. [Employee's Name] currently holds the position of [Job Title] and is a valued employee within our organization.

During their tenure with us, [Employee's Name] has demonstrated [describe relevant skills, job performance, and duties relevant to the government job]. [He/She/They] works [full-time/part-time] and has consistently shown [mention any relevant achievements, reliability, or contributions].

Should you require any additional information regarding [Employee's Name]'s employment or qualifications, please feel free to contact me at [Your Phone Number] or [Your Email Address].

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Job Title]

[Your Company Name]

[Your Contact Information]

[Company's Address]

[City, State, Zip Code]