

[Your Company Letterhead]

[Date]

[Recipient Name]

[Recipient Title]

[Recipient Company Name]

[Recipient Company Address]

[City, State, Zip Code]

Dear [Recipient Name],

I am writing to verify the employment of [Employee's Full Name] with [Your Company Name]. [Employee's Full Name] has been employed with us since [Employment Start Date] and currently holds the position of [Job Title].

[Employee's Full Name] works [Full-Time/Part-Time] and is an integral part of our [Department/Team] contributing to [Brief Description of Job Duties/Responsibilities].

If you require any further information regarding [Employee's Full Name], please feel free to contact me at [Your Phone Number] or [Your Email Address].

Sincerely,

[Your Full Name]

[Your Job Title]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]