

[Your Company Letterhead]

[Date]

[Recipient's Name]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

This letter is to confirm the employment of [Employee's Name] at [Company Name]. [Employee's Name] has been employed with us since [Start Date] and currently holds the position of [Job Title].

During their tenure at our company, [Employee's Name] has demonstrated [brief description of responsibilities, skills, and contributions].

Please feel free to contact me at [Your Phone Number] or [Your Email Address] if you require any further information.

Sincerely,

[Your Name]

[Your Job Title]

[Company Name]

[Company Address]

[City, State, Zip Code]

[Phone Number]

[Email Address]