

[Your Company Letterhead]

[Date]

[Recipient Name]

[Recipient Title]

[Recipient Company/Organization]

[Recipient Address]

[City, State, Zip Code]

Dear [Recipient Name],

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

[Employee Name]'s current employment status is [Full-Time/Part-Time/Contract]. Their primary responsibilities include [Brief Description of Job Responsibilities].

If you have any further questions, please feel free to contact me at [Your Phone Number] or [Your Email Address].

Sincerely,

[Your Name]

[Your Job Title]

[Your Company Name]

[Your Company Phone Number]

[Your Company Email Address]