

[Your Company Letterhead]

[Date]

[Employee's Name]

[Employee's Address]

[City, State, Zip Code]

To Whom It May Concern,

This letter is to verify that [Employee's Name] is employed with [Company Name] as a [Job Title]. [He/She/They] has been with the company since [Start Date] and is currently [full-time/part-time].

Should you require any further information, please feel free to contact us at [Company Phone Number] or [Company Email Address].

Sincerely,

[Your Name]

[Your Job Title]

[Company Name]

[Company Phone Number]

[Company Email Address]