

[Your Company's Letterhead]
[Date]
[Recipient's Name]
[Recipient's Title]
[Recipient's Company/Organization]
[Recipient's Address]
[City, State, Zip Code]

Dear [Recipient's Name],

This letter is to verify the employment of [Employee's Full Name].
[He/She/They] has been employed with [Company Name] since [Start Date]
and holds the position of [Job Title].

[Employee's Full Name] has a current employment status of [Full-
Time/Part-Time/Temporary], and [his/her/their] responsibilities include
[brief description of job responsibilities].

Please feel free to contact me at [Your Phone Number] or [Your Email
Address] for any further information or clarification.

Sincerely,

[Your Name]
[Your Job Title]
[Company Name]
[Company Address]
[City, State, Zip Code]