

[Your Name]
[Your Position]
[Company Name]
[Company Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[Recipient's Name]
[Recipient's Position]
[Recipient's Company Name]
[Recipient's Address]
[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Employment Verification for [Employee's Name]

This letter is to verify the employment of [Employee's Name], who has been employed with [Company Name] since [Employee's Start Date].

[He/She/They] currently holds the position of [Employee's Job Title].

[Employee's Name] has been a valuable member of our team and has contributed significantly to our operations. [He/She/They] is still employed with us and works [full-time/part-time] on a [permanent/temporary] basis. [Optionally, include a brief description of the employee's responsibilities or any notable achievements].

Should you require any further information regarding [Employee's Name]'s employment status, please feel free to contact me directly using the information provided above.

Thank you for your attention to this matter.

Sincerely,

[Your Signature (if sending a hard copy)]
[Your Printed Name]
[Your Position]