

[Your Company Letterhead]

[Date]

[Recipient's Name]

[Recipient's Address]

[City, State, Zip Code]

Subject: Employment Verification for [Employee's Name]

Dear [Recipient's Name],

This letter is to verify the employment of [Employee's Name] at [Your Company Name].

****Employee Details:****

- Position: [Employee's Job Title]

- Employment Dates: [Start Date] to [End Date or Present]

- Employment Status: [Full-Time/Part-Time/Contract]

- Salary: [Employee's Salary, if applicable]

[Employee's Name] has been an integral part of our team since [Start Date] and has contributed positively to our operations.

If you have any questions or require further information, 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 Address]

[City, State, Zip Code]

[Your Phone Number]

[Your Email Address]