

[Your Company Letterhead]

[Date]

[Recipient Name]

[Recipient Title]

[Recipient Company Name]

[Recipient Address]

[City, State, ZIP Code]

Dear [Recipient Name],

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

****Employee Information:****

- Name: [Employee's Name]

- Job Title: [Employee's Job Title]

- Employment Start Date: [Start Date]

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

[Employee's Name] is currently employed with us as a [Job Title], and their primary responsibilities include [brief description of responsibilities].

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

Sincerely,

[Your Name]

[Your Job Title]

[Company Name]

[Company Phone Number]

[Company Address]

[City, State, ZIP Code]