

[Your Company Letterhead]

[Date]

[Recipient Name]

[Recipient Title]

[Company/Organization Name]

[Address]

[City, State, Zip Code]

Dear [Recipient Name],

This letter serves as verification of employment for [Employee Name], who has been employed with [Company Name] since [Start Date]. [Employee Name] holds the position of [Job Title] and is currently employed on a [full-time/part-time] basis.

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 Address]

[City, State, Zip Code]