

[Your Company Letterhead]

[Date]

[Recipient Name]

[Recipient Address]

[City, State, Zip Code]

Subject: Employment Verification for [Employee Name]

Dear [Recipient Name],

This letter is to confirm that [Employee Name] is currently employed by [Company Name] as a [Job Title]. [He/She/They] has been with the company since [Start Date].

[Optional: Brief description of employee's job responsibilities or performance, if applicable.]

If 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]