

[Your Company Letterhead]

[Date]

[Recipient's Name]

[Recipient's Position]

[Recipient's Company/Organization]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

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

Details of Employment:

- Position: [Job Title]

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

- Salary/Wage: [If applicable, state the amount or "Confidential"]

- Department: [Department Name]

[Employee's Name] has demonstrated [mention any relevant skills, contributions, or accomplishments] during their time with us.

If you require any further information, please do not hesitate to contact me at [Your Phone Number] or [Your Email Address].

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Company Address]

[City, State, Zip Code]

[Phone Number]

[Email Address]