

[Your Company Letterhead]

[Date]

[Recipient Name]

[Recipient Title/Position]

[Company/Organization Name]

[Address]

[City, State, Zip Code]

Dear [Recipient Name],

I am writing to provide employment verification for [Employee's Name], who has been employed with [Your Company Name] since [Start Date] and currently holds the position of [Employee's Job Title].

[Employee's Name] works in the [Department/Team Name], where [he/she/they] is responsible for [brief description of job responsibilities]. [He/She/They] has demonstrated skills in [mention skills or achievements relevant to the verification].

As of [most recent date], [Employee's Name] is classified as [Full-time/Part-time/Temporary, etc.] and earns an hourly wage/salary of [amount].

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

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Contact Information]