

[Your Company Letterhead]

[Date]

[Recipient's Name]

[Recipient's Title]

[Recipient's Company/Organization Name]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

This letter is to confirm that [Employee's Name] is currently employed with [Your Company Name] as a [Employee's Job Title]. [Employee's Name] has been with our organization since [Employment Start Date].

[Employee's Name] works [full-time/part-time] and is responsible for [brief description of employee's responsibilities].

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

Sincerely,

[Your Name]

[Your Job Title]

[Your Company Name]

[Your Company Phone Number]

[Your Company Email Address]