

[Your Company Letterhead]

[Date]

[Recipient Name]

[Recipient Position]

[Recipient Company]

[Recipient Address]

[City, State, Zip Code]

Dear [Recipient Name],

Subject: Employment Verification for [Employee's Name]

I am writing to confirm the employment details of [Employee's Name], who has been employed at [Company Name] since [Start Date].

Employee Information:

- **Position:** [Employee's Job Title]

- **Department:** [Department Name]

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

- **Current Salary:** [Salary or Hourly Wage (if applicable)]

- **Employment Duration:** [Length of Employment]

[Employee's Name] has performed [his/her/their] duties diligently and is considered an asset to our team. If you need further information regarding [his/her/their] employment, please feel free to contact me at [Your Phone Number] or [Your Email Address].

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Company Address]

[City, State, Zip Code]

[Your Phone Number]

[Your Email Address]