

[Your Company Letterhead]

[Company Name]

[Company Address]

[City, State, Zip Code]

[Phone Number]

[Email Address]

[Date]

[Recipient's Name]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

This letter serves to verify the employment of [Employee's Name], who is currently employed at [Company Name] as a [Job Title]. [Employee's Name] has been with us since [Start Date] and works [Part-time/Full-time] for [number of hours per week] hours a week.

As part of their role, [he/she/they] is responsible for [briefly describe job responsibilities]. [Employee's Name] has proven to be a reliable and dedicated employee during their time with us.

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

Sincerely,

[Your Name]

[Your Job Title]

[Company Name]