

[Your Company's Letterhead]

[Date]

[Recipient's Name]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

This letter is to confirm the employment of [Employee's Name] at [Company's Name].

[Employee's Name] has been employed with us since [Start Date] and currently holds the position of [Employee's Job Title]. [He/She/They] works [full-time/part-time] and is responsible for [brief description of job responsibilities].

Should you require any further information or verification, please feel free to contact us at [Your Phone Number] or [Your Email Address].

Sincerely,

[Your Name]

[Your Job Title]

[Company's Name]

[Company's Address]

[City, State, Zip Code]