

[Your Company Letterhead]

[Date]

[Recipient's Name]

[Recipient's Position]

[Recipient's Company/Organization]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

RE: Employment Verification for [Employee's Name]

This letter is to confirm that [Employee's Name] has been employed with [Your Company Name] since [Start Date]. [He/She/They] currently holds the position of [Employee's Position] and works [full-time/part-time] at our [location/branch].

During [his/her/their] time with us, [Employee's Name] has demonstrated [briefly describe employee's contributions or attributes, e.g., strong work ethic, teamwork skills, etc.].

If you require any further information regarding [Employee's Name]'s employment status or history, please feel free to contact me at [Your Phone Number] or [Your Email Address].

Thank you.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

[Your Phone Number]

[Your Email Address]