

[Your Name]
[Your Position]
[Company Name]
[Company Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[Recipient's Name]
[Recipient's Position]
[Recipient's Company/Institution]
[Recipient's Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to confirm the employment details of [Employee's Name].

[He/She/They] has been employed with us at [Company Name] since [Start Date] in the position of [Position Title].

[Employee's Name] is a [full-time/part-time/contract] employee, working [number of hours] hours per week.

Should you require any additional information or verification, please feel free to contact me at the phone number or email listed above.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]

[Your Position]