

[Your Company Letterhead]

[Date]

[Recipient Name]

[Recipient Title]

[Recipient Company]

[Recipient Address]

[City, State, Zip Code]

Dear [Recipient Name],

This letter is to confirm that [Employee's Name] has been employed with [Your Company Name] since [Employee's Start Date]. [He/She/They] holds the position of [Employee's Job Title] and [is/is not] currently employed.

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

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Company Phone Number]

[Your Company Email Address]