

\*\*[Your Company Letterhead]\*\*  
\*\*[Date]\*\*  
\*\*[Employee's Name]\*\*  
\*\*[Employee's Address]\*\*  
\*\*[City, State, Zip Code]\*\*  
\*\*To Whom It May Concern,\*\*  
This letter is to verify the employment of \*\*[Employee's Name]\*\* with  
\*\*[Company Name]\*\*.  
\*\*Employee Information:\*\*  
- \*\*Position:\*\* [Employee's Job Title]  
- \*\*Employment Dates:\*\* [Start Date] to [End Date or Present]  
- \*\*Employment Status:\*\* [Full-time/Part-time/Contract]  
\*\*Additional Information:\*\*  
- \*\*Salary/Wage:\*\* [Optional - if applicable and authorized]  
- \*\*Responsibilities:\*\* [Brief description of employee's key responsibilities]  
Should you require any further information, please feel free to contact  
me at \*\*[Your Phone Number]\*\* or \*\*[Your Email Address]\*\*.  
Sincerely,  
\*\*[Your Name]\*\*  
\*\*[Your Position]\*\*  
\*\*[Company Name]\*\*  
\*\*[Company Address]\*\*  
\*\*[City, State, Zip Code]\*\*  
\*\*[Your Phone Number]\*\*  
\*\*[Your Email Address]\*\*