

[Your Company Letterhead]

[Date]

[Recipient's Name]

[Recipient's Title]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

This letter is to verify the employment of [Employee's Name] who has worked with us at [Your Company Name] from [Start Date] to [End Date/Present]. [Employee's Name] held the position of [Job Title] and was responsible for [Brief Description of Duties].

During their time with us, [Employee's Name] demonstrated [mention any relevant skills or attributes, such as work ethic, reliability, etc.].

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

Sincerely,

[Your Name]

[Your Job Title]

[Your Company Name]

[Your Phone Number]

[Your Email]