

[Your Company Letterhead]

[Date]

[Recipient's Name]

[Recipient's Title]

[Recipient's Company/Organization]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

This letter is to confirm the employment status of [Employee's Name] at [Your Company Name].

****Employee Information:****

- Employee Name: [Employee's Name]

- Job Title: [Employee's Job Title]

- Department: [Employee's Department]

- Dates of Employment: [Start Date] to [End Date or Present]

- Employment Type: [Full-time/Part-time/Temporary]

[Employee's Name] is currently [or was] employed with us in good standing. Their primary responsibilities include [brief description of job responsibilities].

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

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Contact Information]