

[Your Company Letterhead]

[Date]

[Employee's Name]

[Employee's Address]

[City, State, Zip Code]

To Whom It May Concern,

This letter is to confirm that [Employee's Name] has been employed with [Company Name] since [Start Date]. [He/She/They] currently holds the position of [Job Title] in the [Department Name].

[Employee's Name] is a valued member of our team, contributing positively to [his/her/their] role. [He/She/They] is responsible for [brief description of job responsibilities]. As of today, [his/her/their] employment status is [active/ongoing].

If you have any further questions regarding [Employee's Name]'s employment, please feel free to contact me at [Your Phone Number] or [Your Email Address].

Sincerely,

[Your Name]

[Your Job Title]

[Company Name]

[Company Address]

[City, State, Zip Code]

[Company Phone Number]

[Company Email Address]