

[Your Name]
[Your Job Title]
[Company Name]
[Company Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[Recipient's Name]
[Recipient's Job Title]
[Recipient's Company Name]
[Recipient's Company Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to confirm the employment of [Employee's Name] at [Company Name]. [He/She/They] has been employed with us since [Start Date] and currently holds the position of [Employee's Job Title].

[Employee's Name] is a valued member of our team and [his/her/their] responsibilities include [briefly describe job responsibilities].

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

Thank you.

Sincerely,

[Your Name]
[Your Job Title]
[Company Name]