

[Your Company Letterhead]

[Date]

[Recipient's Name]

[Recipient's Title]

[Recipient's Company]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

This letter serves to verify the employment of [Employee's Name] with [Your Company Name]. [He/She/They] has been employed at our company since [Start Date] and currently holds the position of [Employee's Job Title].

[Employee's Name] has demonstrated excellent skills in [relevant skills or responsibilities]. [His/Her/Their] contributions have greatly benefited our team and the overall organization.

Should you need any further information regarding [Employee's Name], please feel free to contact me at [Your Phone Number] or [Your Email Address].

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Job Title]

[Your Company Name]

[Company Address]

[City, State, Zip Code]