

[Your Company Letterhead]

[Date]

[Recipient's Name]

[Recipient's Address]

[City, State, ZIP Code]

Dear [Recipient's Name],

This letter is to confirm the employment of [Employee's Name] at [Company Name]. [Employee's Name] has been employed with us since [Start Date] and currently holds the position of [Job Title].

During their time with us, [Employee's Name] has demonstrated [skills, qualities, or contributions relevant to the job].

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

Thank you for reaching out to us.

Sincerely,

[Your Name]

[Your Job Title]

[Company Name]

[Company Address]

[City, State, ZIP Code]