

Employment Status Confirmation

Date: [Insert Date]

[Your Name]

[Your Position]

[Company/Organization Name]

[Company Address]

[City, State, Zip Code]

To Whom It May Concern,

This letter is to confirm the employment status of [Employee's Name], who is currently employed with us as [Employee's Position]. [He/She/They] has been with our organization since [Start Date] and is currently employed on a [full-time/part-time/temporary] basis.

[Employee's Name] has demonstrated [his/her/their] skills and dedication throughout [his/her/their] tenure with us. [He/She/They] is responsible for [brief description of responsibilities or job functions].

Please feel free to contact me at [Your Phone Number] or [Your Email Address] should you require any further information regarding [Employee's Name]'s employment status.

Thank you for your attention to this matter.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Name]

[Your Position]

[Company/Organization Name]