

Employment Confirmation Letter

Date: [Insert Date]

[Your Company's Letterhead]

[Employee's Name]

[Employee's Address]

[City, State, Zip Code]

To Whom It May Concern,

This letter is to confirm that [Employee's Name] was employed with [Company Name] from [Start Date] to [End Date].

During this time, [he/she/they] held the position of [Job Title] and was responsible for [brief description of responsibilities].

If you have any further questions, please feel free to contact us at [Your Contact Information].

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Company Address]

[City, State, Zip Code]