

# Employment Confirmation Letter

Date: [Insert Date]

[Employee's Name]

[Employee's Address]

[City, State, Zip Code]

Dear [Employee's Name],

This letter is to confirm your employment with [Company Name] as a [Job Title]. You started your employment on [Start Date] and are currently employed in a full-time capacity. Your primary responsibilities include [briefly describe job responsibilities].

Your position at our company requires [include relevant skills, qualifications or experiences that are pertinent to the licensing]. This experience is essential and relevant for [specific licensing requirements].

If you require any further information or assistance regarding your employment verification, please do not hesitate to contact me at [Your Phone Number] or [Your Email Address].

Thank you, and we wish you the best in your licensing process.

Sincerely,

[Your Name]

[Your Job Title]

[Company Name]

[Company Address]

[City, State, Zip Code]

[Company Phone Number]

[Company Email Address]