

[Your Company's Letterhead]

[Date]

[Recipient's Name]

[Recipient's Title]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

This letter is to verify the employment of [Employee's Name], who has been employed with [Your Company Name] since [Start Date]. [Employee's Name] currently holds the position of [Job Title] and is a valued member of our team.

During [his/her/their] tenure with us, [Employee's Name] has demonstrated [mention any specific skills or contributions]. [He/She/They] works [full-time/part-time] and has consistently performed [his/her/their] duties with professionalism and dedication.

If you have any further questions regarding [Employee's Name]'s employment or performance, 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]

[Your Company Address]

[City, State, Zip Code]