

[Current Date]

[Recipient Name/Organization]

[Recipient Address]

[City, State, Zip Code]

Subject: Employment Verification for [Employee Full Name]

To Whom It May Concern,

This letter is to formally confirm that [Employee Full Name] is currently employed by [Company Name].

Please find the employment details below:

- **Employment Status:** [Active/Terminated/Leave of Absence]
- **Job Title:** [Current Position]
- **Start Date:** [Employment Start Date]
- **Work Location:** [Office Location/Remote]
- **Employment Type:** [Full-time/Part-time/Contract]

If you require any further information or additional documentation, please feel free to contact the Human Resources department at [Phone Number] or via email at [Email Address].

Sincerely,

[Your Signature]

[Your Printed Name]

[Your Job Title]

[Company Name]