

[Company Letterhead]

[Date]

[Recipient Name or "To Whom It May Concern"]

[Recipient Address]

[City, State, Zip Code]

Subject: Verification of Employment for [Employee Full Name]

Dear [Recipient Name],

This letter is to formally verify the employment of [Employee Full Name] with [Company Name].

[Employee Full Name] began their employment with our company on [Start Date] and is currently employed as a [Job Title].

Their current employment status is [Full-time / Part-time].

If you require any further information or have additional questions, please feel free to contact the [Department Name, e.g., Human Resources Department] at [Phone Number] or [Email Address].

Sincerely,

[Your Signature]

[Your Printed Name]

[Your Job Title]

[Company Name]