

[Company Letterhead/Logo]

[Date]

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

[Recipient Title/Organization]

[Recipient Address]

**Subject: Verification of Remote Work and Job Duties for [Employee Name]**

Dear [Recipient Name],

This letter is to formally verify the employment and job responsibilities of [Employee Name], who is currently employed by [Company Name] in the position of [Job Title].

**Employment Status:**

[Employee Name] has been employed with us since [Start Date]. This position is a [Full-time/Part-time] role performed entirely via remote work from [Employee's Home City/State or "any location within the United States"].

**Core Job Duties:**

In their capacity as [Job Title], [Employee Name] is responsible for the following duties:

- [Duty 1]
- [Duty 2]
- [Duty 3]
- [Duty 4]

**Remote Work Authorization:**

We confirm that [Employee Name] is authorized to perform all aforementioned duties remotely. Their performance is managed through digital communication tools, and their physical presence at a corporate office is not required for the fulfillment of their professional obligations.

Should you require any further information or additional documentation, please feel free to contact me directly at [Phone Number] or [Email Address].

Sincerely,

[Signature]

[Your Printed Name]

[Your Title]

[Company Name]