

[Company Letterhead]

[Current Date]

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

[Recipient Address]

[City, State, Zip Code]

Subject: Employment Verification for [Employee Full Name]

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

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

The details of their employment are as follows:

- **Start Date:** [Start Date]
- **Employment Status:** Full-Time
- **Job Title:** [Current Job Title]
- **Work Location:** [Office Location/Remote]

Please note that this letter serves only to verify the employment status and job title of the aforementioned individual. It does not include information regarding salary, bonuses, or other compensation.

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

Sincerely,

[Signature]

[Name of Authorized Representative]

[Title]

[Company Name]