

[Company Letterhead or Logo]

[Date]

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

[Recipient Address]

[City, State, Zip Code]

Subject: Employment Verification for [Intern Full Name]

Dear [Recipient Name],

This letter is to formally confirm that [Intern Full Name] is currently employed as a paid intern at [Company Name].

Internship Details:

- **Position Title:** [Job Title, e.g., Marketing Intern]
- **Start Date:** [Start Date]
- **End Date:** [End Date or "Present"]
- **Hours per Week:** [Number of Hours]
- **Compensation:** [Hourly Wage/Monthly Stipend]

During their time with us, [Intern Name]'s primary responsibilities include [List 2-3 brief duties].

If you require any additional information or have further questions, please feel free to contact me at [Phone Number] or [Email Address].

Sincerely,

[Your Signature]

[Your Printed Name]

[Your Job Title]

[Company Name]