

Employment Verification

Date: [Insert Date]

To Whom It May Concern,

This letter is to confirm the employment of [Employee's Name] at [Company's Name]. [Employee's Name] has been employed with us from [Start Date] to [End Date] in the position of [Job Title].

During their tenure, [Employee's Name] was responsible for [Brief Description of Responsibilities]. [He/She/They] exhibited [mention any relevant skills or qualities].

If you require any further information, please do not hesitate to contact me at [Your Phone Number] or [Your Email Address].

Thank you.

Sincerely,

[Your Name]
[Your Job Title]
[Company's Name]
[Company's Address]