

Professional Credentials Verification

Date: [Insert Date]

[Your Name]

[Your Job Title]

[Your Company]

[Company Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

To Whom It May Concern,

I am writing to verify the professional credentials of [Employee's Name], who is currently seeking promotion within our organization. [Employee's Name] has been employed at [Your Company] in the role of [Current Job Title] since [Start Date].

[Employee's Name] possesses the following credentials:

- [Degree/Certification: e.g., Bachelor of Science in Business Administration]
- [Professional License: e.g., Certified Public Accountant]
- [Other Relevant Credentials: e.g., Six Sigma Green Belt]

Throughout their tenure, [Employee's Name] has demonstrated exceptional skills and dedication, contributing significantly to our team and projects, including [Briefly Mention Notable Achievements].

If you require any further information to assist in the verification process, please feel free to contact me at [Your Phone Number] or [Your Email Address].

Thank you for your attention to this matter.

Sincerely,

[Your Signature if sending a hard copy]

[Your Name]

[Your Job Title]

[Your Company]