

Employment Verification Letter

Date: [Insert Date]

To Whom It May Concern,

This letter is to confirm that [Employee's Name] has been employed with [Company Name] from [Start Date] to [End Date].

[Employee's Name] held the position of [Job Title] during their time with us. Their employment status is [Full-time/Part-time/Temporary].

For further information, please feel free to contact me at [Your Phone Number] or [Your Email Address].

Thank you.

Sincerely,

[Your Name]

[Your Job Title]

[Company Name]

[Company Address]

[Company Phone Number]

[Company Email Address]