

Employment Verification Letter

[Your Company Letterhead]

Date: [Date]

[Recipient Name]

[Recipient Address]

[City, State, Zip Code]

Dear [Recipient Name],

This letter is to verify that [Employee Name] has been employed with [Company Name] since [Hire Date]. Currently, [he/she/they] holds the position of [Employee Position].

[Employee Name] works [full-time/part-time] and is responsible for [brief description of job responsibilities]. [He/She/They] has consistently demonstrated [mention any relevant skills or qualities related to professional licensing].

For verification purposes, you may contact me at [Your Phone Number] or [Your Email Address].

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Company Address]

[City, State, Zip Code]