

Job Status Verification Letter

Date: [Insert Date]

To Whom It May Concern,

This letter is to confirm the employment status of [Employee's Name], who has been employed with [Company Name] since [Start Date]. [Employee's Name] holds the position of [Job Title] in the [Department Name].

As of the date of this letter, [Employee's Name] is an active employee of [Company Name]. Should you require further information or details regarding [Employee's Name]'s job performance, please feel free to contact us at [Contact Information].

Thank you for your attention to this matter.

Sincerely,

[Your Name]
[Your Job Title]
[Company Name]
[Company Address]
[Contact Number]