

Job Reference Verification

Date: [Insert Date]

[Your Name]
[Your Title]
[Your Company]
[Your Address]
[City, State, Zip Code]

[Recipient Name]
[Recipient Title]
[Recipient Company]
[Recipient Address]
[City, State, Zip Code]

Dear [Recipient Name],

I am writing to confirm the employment of [Employee's Name] at [Your Company]. [Employee's Name] worked with us from [Start Date] to [End Date] as a [Job Title]. During this time, [he/she/they] demonstrated exceptional [list relevant skills or attributes].

Should you have any further questions or require additional information, please feel free to contact me at [Your Phone Number] or [Your Email Address].

Thank you for your attention to this matter.

Sincerely,

[Your Name]
[Your Title]