

Date: [Insert Date]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

To Whom It May Concern,

This letter is to verify the hire date of [Employee's Full Name], who has been employed with [Your Company Name] since [Employee's Hire Date].

[Employee's Full Name] holds the position of [Employee's Job Title] and is currently a valued member of our team.

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

Sincerely,

[Your Name]

[Your Job Title]

[Your Company Name]