

Joining Date Verification

Date: [Insert Date]

[Recipient's Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

This letter is to verify the joining date of [Employee's Name] at [Company Name]. According to our records, [Employee's Name] commenced employment on [Joining Date].

If you have any further questions or require additional information, please do not hesitate to contact me.

Thank you.

Sincerely,

[Your Name]

[Your Position]

[Your Contact Information]