

Employment Verification Approval

Date: [Insert Date]

To Whom It May Concern,

This letter is to confirm that [Employee's Name] is employed with [Company Name] since [Start Date]. [He/She/They] currently holds the position of [Job Title]. [He/She/They] is a valued member of our team.

If you require further information regarding [Employee's Name], please feel free to contact me at [Your Phone Number] or [Your Email Address].

Sincerely,

[Your Name]

[Your Job Title]

[Company Name]

[Company Address]

[City, State, ZIP Code]