

Employment Verification

Date: [Insert Date]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

[Phone Number]

[Email Address]

[Recipient Name]

[Recipient Position]

[Recipient Company Name]

[Recipient Company Address]

[City, State, Zip Code]

Dear [Recipient Name],

This letter is to verify the employment of [Employee Name] who has worked with us at [Your Company Name] since [Start Date].

During their time with us, [Employee Name] has held the position of [Job Title]. Their current employment status is [Full-time/Part-time].

Should you require any further details or specific information, please do not hesitate to contact us.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]