

Employment Verification Letter

Date: [Insert Date]

[Your Company's Letterhead]

[Employee's Full Name]

[Employee's Address]

[City, State, Zip Code]

To Whom It May Concern,

This letter is to verify that [Employee's Full Name] has been employed with [Company Name] since [Start Date]. [He/She/They] currently holds the position of [Job Title] and works [Full-time/Part-time] at our [Location/Branch].

During [his/her/their] time with us, [Employee's Name] has consistently demonstrated professionalism and dedication to [his/her/their] role.

If you require any further information, 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]