

# Employment Verification Letter

Date: [Insert Date]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

[Phone Number]

[Email Address]

To Whom It May Concern,

This letter is to confirm that [Employee's Name] has been employed with [Your Company Name] from [Start Date] to [End Date]. During their time with us, [Employee's Name] held the position of [Job Title] and was responsible for [brief description of responsibilities].

[Employee's Name] has demonstrated [mention positive skill or trait, e.g., "excellent communication skills" or "strong work ethic"] and was a valued member of our team.

If you require any further information regarding [Employee's Name]'s employment, please do not hesitate to contact me at [Your Phone Number] or [Your Email Address].

Sincerely,

[Your Name]

[Your Job Title]

[Your Company Name]