

Employment Verification

Date: [Insert Date]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

To Whom It May Concern,

This letter is to verify that [Employee's Name] has been employed with [Your Company Name] since [Start Date]. [He/She/They] holds the position of [Employee's Position] and [his/her/their] current employment status is [Full-Time/Part-Time].

During [his/her/their] tenure, [Employee's Name] has demonstrated [mention any relevant skills, contributions, or experiences]. [He/She/They] is/are a valuable member of our team.

If you require any further information or have any questions, please feel free to contact me at [Your Phone Number] or [Your Email Address].

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Company Phone Number]