

Employment Verification

Date: [Insert Date]

To Whom It May Concern,

This letter is to verify the employment of:

[Employee Name]

Position: [Employee Position]

Department: [Employee Department]

Employment Duration: [Start Date] - [End Date / Present]

[Employee Name] has been employed with us at [Company Name] during the stated duration. Their responsibilities included:

- [Responsibility 1]
- [Responsibility 2]
- [Responsibility 3]

If you require any further information, please feel free to contact me at [Your Contact Information].

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Company Address]

[Company Phone Number]