

Employment Record Confirmation

Date: [Insert Date]

To Whom It May Concern,

This letter is to confirm the employment record of:

Name: [Employee's Name]

Position: [Employee's Position]

Department: [Employee's Department]

Start Date: [Employee's Start Date]

End Date: [Employee's End Date (if applicable)]

Employment Status: [Current/Former Employee]

If you require any further information, please feel free to contact us at [Company's Contact Information].

Thank you.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Company Address]

[Company Phone Number]