

# Job Verification Letter

**Date:** [Insert Date]

**To Whom It May Concern,**

This letter is to verify the employment of **[Employee's Name]**, who worked at **[Company Name]** from **[Start Date]** to **[End Date]**.

During their tenure, **[Employee's Name]** held the position of **[Job Title]** and was responsible for **[Brief Description of Responsibilities]**.

We can confirm that **[Employee's Name]** was a valued member of our team, and their skills and contributions significantly impacted our organization.

If you require any further information, please do not hesitate to contact me at **[Your Contact Information]**.

Sincerely,

**[Your Name]**

**[Your Job Title]**

**[Company Name]**

**[Company Address]**

**[Company Phone Number]**