

# Reference Letter for Employment Verification

Date: [Insert Date]

[Your Name]

[Your Position]

[Your Company]

[Company Address]

[City, State, ZIP Code]

[Your Email]

[Your Phone Number]

To Whom It May Concern,

I am writing to confirm the employment of [Employee's Name] at [Company Name]. [He/She/They] was employed with us from [Start Date] to [End Date]. During [his/her/their] time with our company, [Employee's Name] held the position of [Job Title].

[Employee's Name] was responsible for [Briefly describe job responsibilities and achievements]. [He/She/They] demonstrated [qualities such as work ethic, skills, character, etc.].

Sincerely,

[Your Name]

[Your Position]

[Your Company]