

# Work Verification Letter

Date: [Insert Date]

To Whom It May Concern,

This letter is to confirm that [Employee's Full Name] was employed at [Company Name] from [Start Date] to [End Date].

During their tenure, [Employee's First Name] held the position of [Position Title] and was a valued member of our team.

If you require any further information, please feel free to contact us at [Company Phone Number] or [Company Email Address].

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Company Address]