

Employment Verification

Date: [Insert Date]

[Your Company's Letterhead]

[Employee's Full Name]

[Employee's Address]

[City, State, Zip]

To Whom It May Concern,

This letter is to confirm that [Employee's Full Name] has been employed with [Company Name] from [Start Date] to [End Date/Present].

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

If you require any further information regarding [Employee's Full Name]'s employment, please feel free to contact me at [Your Phone Number] or [Your Email Address].

Sincerely,

[Your Full Name]

[Your Job Title]

[Company Name]

[Company Address]

[City, State, Zip]