

Employment Verification Letter

Date: [Insert Date]

[Your Company Letterhead]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

To Whom It May Concern,

This letter is to confirm that [Employee's Name] has been employed with [Company Name] from [Start Date] to [End Date or Present], holding the position of [Employee's Job Title].

During their employment, [Employee's Name] has demonstrated a strong work ethic and professionalism. They have been responsible for [brief description of job responsibilities].

If you require any further information, please do not hesitate to contact me at [Your Phone Number] or [Your Email Address].

Sincerely,

[Your Name]

[Your Job Title]

[Your Company Name]