

# Employment Verification Letter

Date: [Insert Date]

[Your Company Letterhead]

To Whom It May Concern,

This letter serves to verify that [Employee's Full Name] has been employed with [Company Name] since [Start Date]. [He/She/They] currently holds the position of [Job Title] and is a valued member of our team.

[Employee's Full Name] has consistently demonstrated [his/her/their] skills, professionalism, and dedication to [his/her/their] work, making [him/her/them] an asset to our organization.

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

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Job Title]

[Company Name]

[Company Address]

[Phone Number]

[Email Address]