

Verification Letter

Date: [Insert Date]

[Your Name]
[Your Job Title]
[Your Company/Organization Name]
[Company Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]

To Whom It May Concern,

This letter is to verify that [Employee's Name], holding the position of [Employee's Job Title], has been employed with [Your Company/Organization Name] from [Start Date] to [End Date]. The employee is currently on a temporary work permit.

We confirm that [Employee's Name] is a valuable member of our team, and their role is integral to our operations. During their employment with us, they have displayed strong work ethics and professionalism.

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

Thank you for your attention.

Sincerely,

[Your Signature (if sending a hard copy)]
[Your Name]
[Your Job Title]
[Your Company/Organization Name]