

Employment Verification Letter

Date: [Insert Date]

To Whom It May Concern,

This letter serves to verify the employment of [Employee's Name] who has been working with [Social Service Agency Name] since [Start Date]. [Employee's Name] holds the position of [Job Title] and has been an integral part of our team, providing essential services to our clients.

During their tenure, [Employee's Name] has demonstrated a strong commitment to our mission and has fulfilled their job responsibilities with professionalism and dedication.

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

Sincerely,

[Your Name]

[Your Job Title]

[Social Service Agency Name]

[Agency Address]

[Phone Number]

[Email Address]