

Job Verification Letter

Date: [Insert Date]

To Whom It May Concern,

This letter is to verify the employment of **[Employee's Name]** at **[Agency Name]**.

[Employee's Name] has been employed with us since **[Start Date]** and holds the position of **[Job Title]**. Their current employment status is **[Full-time/Part-time]**.

During their tenure, **[Employee's Name]** has demonstrated exceptional skills in **[specific skills or responsibilities]** and has contributed significantly to our mission of providing social services to the community.

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

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Agency Name]

[Agency Address]

[Agency Phone Number]

[Agency Email Address]