

Workforce Verification Letter

Date: [Insert Date]

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

[Recipient Name]
[Recipient Title]
[Recipient Organization]
[Recipient Address]
[City, State, Zip Code]

Dear [Recipient Name],

This letter serves to verify the employment of [Employee's Name] with [Your Organization]. [He/She/They] has been employed as [Employee's Position] since [Employment Start Date]. [Employee's Name]'s role includes [brief description of job responsibilities].

[Employee's Name] is a valuable member of our team and has demonstrated [mention any relevant skills or attributes]. [He/She/They] currently works [full-time/part-time] and is committed to [organization's mission/goals, etc.].

If you require any further information regarding [Employee's Name] or [his/her/their] employment status, please feel free to contact me at [Your Phone Number] or [Your Email].

Thank you for your attention to this matter.

Sincerely,

[Your Name]
[Your Title]
[Your Organization]