

# Verification Letter for Job References

Date: [Insert Date]

[Your Name]  
[Your Position]  
[Your Company Name]  
[Your Company Address]  
[City, State, Zip Code]  
[Your Email Address]  
[Your Phone Number]

[Recipient Name]  
[Recipient Position]  
[Recipient Company Name]  
[Recipient Company Address]  
[City, State, Zip Code]

Dear [Recipient Name],

This letter serves as a verification of employment for [Employee Name], who has applied for a position at your organization. [He/She/They] worked with us at [Your Company Name] from [Start Date] to [End Date] as a [Employee's Position].

During their tenure, [Employee Name] demonstrated [his/her/their] skills in [list relevant skills or responsibilities]. [He/She/They] was an asset to our team, known for [mention any notable traits or accomplishments].

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

Thank you for your consideration.

Sincerely,

[Your Name]  
[Your Position]  
[Your Company Name]