

Job Verification Notice

Date: [Insert Date]

To Whom It May Concern,

This letter is to verify the employment of [Employee's Name], who worked at [Company Name] from [Start Date] to [End Date]. During this period, [he/she/they] was employed as a [Job Title].

For further information, please feel free to contact us at [Phone Number] or [Email Address].

Thank you.

Sincerely,

[Your Name]

[Your Job Title]

[Company Name]

[Company Address]