

Verification of Previous Employment

[Your Company Letterhead]

Date: [Date]

To Whom It May Concern,

This letter is to verify the employment details of [**Employee's Name**], who was employed with us at [**Company Name**].

Employee's Job Title: [Job Title]

Employment Dates: [Start Date] to [End Date]

Department: [Department Name]

During their tenure, [Employee's Name] was responsible for [Brief Description of Job Responsibilities]. We can confirm that they were a valued member of our team.

If you require any further information, please feel free to contact us at [Your Contact Information].

Sincerely,

[Your Name]

[Your Job Title]

[Company Name]

[Company Contact Information]