

# Employment Verification Letter

[Your Company Letterhead]

Date: [Insert Date]

To Whom It May Concern,

This letter serves to verify that [Employee's Name] was employed with [Your Company Name] from [Start Date] to [End Date].

During their tenure, they held the position of [Job Title] and were responsible for [Brief Description of Responsibilities].

For any further inquiries regarding their employment, please do not hesitate to contact us at [Your Phone Number] or [Your Email Address].

Sincerely,

[Your Name]

[Your Job Title]

[Your Company Name]

[Your Company Address]