

Job Change Verification Letter

Date: [Insert Date]

[Your Name]

[Your Job Title]

[Your Company Name]

[Company Address]

[City, State, Zip Code]

[Recipient Name]

[Recipient Job Title]

[Recipient Company Name]

[Recipient Company Address]

[City, State, Zip Code]

Dear [Recipient Name],

This letter is to confirm the employment of [Employee Name] who has been working with us at [Your Company Name] as a [Employee Job Title] from [Start Date] to [End Date].

[Employee Name] has recently accepted a new position at [New Company Name] and will be leaving our organization effective [Last Working Day]. During their time with us, [Employee Name] demonstrated [mention any skills or accomplishments].

If you have any further questions regarding their employment, please feel free to contact me at [Your Phone Number] or [Your Email Address].

Best regards,

[Your Name]

[Your Job Title]

[Your Company Name]