

Job Assignment Verification

Date: [Insert Date]

To Whom It May Concern,

This letter is to verify the job assignment for **[Employee's Name]**, who has been employed with **[Company Name]** since **[Start Date]**.

Current Position: **[Job Title]**

Department: **[Department Name]**

Supervisor: **[Supervisor's Name]**

Employee ID: **[Employee ID]**

Assigned Duties: **[Brief Description of Duties]**

If you require any further information, please do not hesitate to contact us at **[Contact Information]**.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Company Address]