

# Employment Verification

Date: [Insert Date]

To Whom It May Concern,

This letter is to verify the employment of **[Employee Name]** with **[Company Name]**. **[Employee Name]** has been employed with us since **[Start Date]** and holds the position of **[Job Title]**.

The purpose of this letter is to confirm that **[Employee Name]** has accepted an offer for a new position at **[New Company Name]** and will be transitioning from our company on **[Last Working Day]**.

If you have any further questions or require additional information, please do not hesitate to contact me at **[Your Phone Number]** or **[Your Email Address]**.

Sincerely,

**[Your Name]**

[Your Job Title]

[Company Name]

[Company Address]

[City, State, Zip Code]