

Contractor Job Verification

[Your Company Letterhead]

Date: [Insert Date]

To Whom It May Concern,

This letter is to verify that [Contractor's Full Name] has been contracted with [Your Company Name] since [Start Date]. During this time, [he/she/they] has undertaken the following responsibilities:

- [Responsibility 1]
- [Responsibility 2]
- [Responsibility 3]

[Contractor's Full Name] has exhibited professionalism and skill in [his/her/their] work, completing assigned tasks successfully and on schedule.

If you require any further details, please feel free to contact me at [Your Phone Number] or [Your Email Address].

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Company Address]

[Your Company Phone Number]