

[Your Company Letterhead]

[Date]

[Recipient Name]

[Recipient Title]

[Recipient Organization]

[Recipient Address]

[City, State, Zip Code]

Dear [Recipient Name],

Subject: Verification of Employment and Certification

I am writing to verify the employment of [Employee's Name], who has been employed with [Your Company Name] since [Start Date]. [Employee's Name] holds the position of [Employee's Position] and has consistently demonstrated [high standards of performance, professionalism, dedication, etc.].

This verification is requested in relation to [specific purpose, e.g., OEC application], and we confirm that [Employee's Name] is a valuable member of our team. Their contributions to [specific projects or responsibilities] have been instrumental in [describe impact, if applicable].

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

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

[Company Phone Number]

[Company Email Address]