

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[Employer's Name]
[Company's Name]
[Company's Address]
[City, State, Zip Code]

Dear [Employer's Name],

I am writing to formally verify my employment with [Company's Name]. I have been employed with the company since [Start Date] and currently hold the position of [Your Job Title].

During my time at [Company's Name], I have been responsible for [Briefly describe job responsibilities or duties], which has allowed me to develop my skills in [Mention relevant skills or areas of expertise].

If you require any further information or specifics regarding my employment, please feel free to contact me at [Your Phone Number] or [Your Email Address].

Thank you for your attention to this matter.

Sincerely,

[Your Name]
[Your Job Title]
[Your Department, if applicable]