[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]
Subject: Employment Verification for [Employee's Name]
Dear [Employer's Name],
I am writing to confirm the employment history of [Employee's Name], who has requested verification for their time with [Company's Name]. Please find the details of their employment listed below:
- **Employee Name:** [Employee's Name]
- **Position:** [Employee's Job Title]
- **Department:** [Department]
- **Dates of Employment:** [Start Date] to [End Date or Present]
- **Employment Status:** [Full-time/Part-time/Temporary]
- **Responsibilities:** [Brief Description of Responsibilities]
If you require any further information or have additional questions, please feel free to contact me at [Your Phone Number] or [Your Email Address].
Thank you for your attention to this matter.
Sincerely,
[Your Signature (if sending a hard copy)]
[Your Printed Name]
[Your Job Title]
[Your Company's Name]