

**Company Name**

123 Business Avenue  
City, State, ZIP Code  
Phone: (123) 456-7890

Date: \_\_\_\_\_

To Whom It May Concern,

This letter is to verify the employment of \_\_\_\_\_, who is  
currently employed at our company. Their address is:

Name: \_\_\_\_\_

Street Address: \_\_\_\_\_

City, State, ZIP Code: \_\_\_\_\_

\_\_\_\_\_ has been employed with us since  
\_\_\_\_\_ in the position of \_\_\_\_\_. If you require  
further information, please feel free to contact us.

Sincerely,

\_\_\_\_\_  
Human Resources Manager  
Company Name