

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