

[Company Letterhead or Name]
[Company Address Line 1]
[Company Address Line 2]
[Phone Number]
[Email Address]

Date: [Insert Date]

To: [Recipient Name or "To Whom It May Concern"]

Standard Employment Verification Letter

This letter is to confirm the employment of **[Employee Full Name]** at **[Company Name]**.

Position: [Job Title]

Employment Dates: [Start Date] to [End Date or "Present"]

Employment Status: [Full-time/Part-time]

Duties/Responsibilities: [Brief description of main duties and responsibilities]

Please note, this letter is provided upon request for the purpose of reference check and employment verification only. No further information will be included without prior written consent from the employee.

Sincerely,

[Authorized Signatory Name]
[Title/Position]
[Company Name]