

[Date]

[Recipient Name]
[Recipient Position/Title]
[Company/Organization Name]
[Address Line 1]
[Address Line 2]

Supervisor Verification Letter

Dear [Recipient Name],

This letter is to formally verify that [Employee Name] was employed at [Company/Organization Name] under my supervision from [Start Date] to [End Date]. During this period, [he/she/they] held the position of [Job Title/Position].

[Employee Name] was responsible for [briefly describe key duties and responsibilities]. Throughout their tenure, they demonstrated [mention relevant qualities or accomplishments].

I confirm that this information is accurate based on our records. This verification letter is provided for reference purposes only.

If you require additional information, please feel free to contact me.

Sincerely,

[Supervisor Name]

[Supervisor Position/Title]

[Contact Information]

[Company/Organization Name]