

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

To Whom It May Concern,

## Past Employment Confirmation Letter

This letter is to confirm that \_\_\_\_\_ was employed at \_\_\_\_\_ from \_\_\_\_\_ to \_\_\_\_\_.

During their time with us, he/she/they held the position of \_\_\_\_\_. He/She/They worked on a full-time/part-time basis and was responsible for the following duties:

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

If you require any further information regarding \_\_\_\_\_'s employment, please do not hesitate to contact us.

Sincerely,

\_\_\_\_\_

Position: \_\_\_\_\_

Company: \_\_\_\_\_

Contact: \_\_\_\_\_