

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: _____