

[Company Letterhead]

Date: _____

To Whom It May Concern,

This letter is to verify that **[Employee Name]** was employed at **[Company Name]** as a **[Job Title]** from **[Start Date]** to **[End Date]**.

During their tenure, **[Employee Name]** was responsible for the following duties:

– [List key responsibilities or duties]

–

To the best of our knowledge, all information provided above is accurate and can be used for background verification purposes.

[Your Name]

[Your Position]

[Company Name]

[Contact Information]