TO

**[Receiver Name]**

**[Receiver Title]**

**ADDRESS: [Receiver Address]**

**EMAIL:** **[Email Address]**

**PHONE: [Home Phone]**

FROM

**[Sender Name]**

**[Sender Title]**

**Sub:** Current Employee Verification Letter

Dear Mr. Smith,

This letter is to confirm that Samantha Rice was employed as a Senior User Experience Researcher at ABC Inc. from May 5, 20XX to September 27, 20XX.

If you have any questions or need any additional information, please feel free to contact us at 214-555-0101 or hr@abcinc.email.

Sincerely,

Richard Ramirez

Human Resources Manager

ABC Inc.