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 Ms. Blanche,

This letter is to verify that Bob McDonald was employed at Small Business Tips, Incorporated from January 19, 20XX to March 19, 20XX.

If you require any additional information regarding Bob McDonald, please feel free to contact me at 495-893-1368.

Sincerely,

**[Signature]**

Julie Gomez