**PROOF OF EMPLOYMENT**

**[Your Name]**

**[Your Title]**

**[Company Name]**

**[Address]**

**[Date]**

**[Recipient Name]**

**[Recipient Title]**

**[Company Name]**

**[Address]**

**RE: Verifying Past Employment of [Employee Name]**

Dear **[Recipient Name],**

The purpose of this letter is to confirm that **[Employee Name]** worked for **[Company Name]** from **[hire date-end date].** Prior to leaving the company, they held the title of **[Employee Title/Position]** and were responsible for the following work:

● **[list examples]**

**● [list examples]**

**● [list examples]**

**[Employee Name]** is **[eligible / not eligible]** for rehire with **[Company Name].**

If you have any further questions or concerns, please contact me at **[phone number / email address].**

Sincerely,

**[Your Name]**

**[Signature]**