Employment Verification for Past Employee

Janice Montgomery
Human Resources Manager
Martin & Martin Incorporated
100 Main Street, Ste. 100
Spokane, WA 99201

July 1, 20XX

Julia Sanchez

Manager
Archer Studios
34 Otis Drive, Ste. 500
Spokane, WA 99201

Dear Ms. Sanchez,

This letter is to verify that Bob Smith was employed at Martin & Martin Incorporated from January 3, 20XX to March 1, 20XX.

If you require any additional information regarding Bob, please feel free to contact me at 555-765-4321.

Sincerely,

*(Handwritten Signature)*

Janice Montgomery