

Sample Employment Verification Letter

Sample 1: Prepared by Direct Employer

ABC Designs LLC [***Company Letterhead***]

3/4/2015 [***Date the employment verification letter is issued***]

To Whom It May Concern:

This is to certify that John Doe [***Full Legal Name***] Sr. [***Suffix required if applicable***] is an employee at ABC Designs LLC [***Legal Company Name***] and is working as a [***Designation***] since 01/31/2015 [***Date***].

ABC Designs LLC [***Company Name***] is incorporated in Springfield, VA [***City, State/Province and/or Country***].

If you have any questions regarding John's [***First Name***] employment, please contact our office at 703-000-0000 [***Office HR Phone Number***].

Sincerely,

[***Signature of person issuing this letter***]
Human Resource Representative [***Designation***]