Name  
Job Title  
Company Name  
Address  
City, State Zip Code

Date

Name of Person Requesting Verification  
Job Title  
Company Name  
Address  
City, State Zip Code

Dear Mr./Ms. Last Name,

This letter is to verify that **(employee name)** has been employed at **(company name)** since **(start date).**

If you require any additional information regarding **(employee name),** please feel free to contact me at **(your phone number).**

Sincerely,

**(Handwritten Signature)**

Your Name