

Date: _____

To: _____

Address: _____

Work Verification Letter

This is to verify that _____ has been employed at _____ from _____ to _____ .

The position held was _____ with main responsibilities including: _____

If you have any questions or require further information, please contact us at _____ .

Authorized Signature

Name & Title

Company / Organization

Contact Information

Date: _____