

**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:** \_\_\_\_\_