

Formal Letter with Reference Sample for Employee Verification

This guide provides a comprehensive **formal letter with reference sample for employee verification**, demonstrating the appropriate format, tone, and essential information required to confirm an individual's employment status. The sample includes details such as the employee's job title, duration of employment, responsibilities, and performance, serving as an official and professional means to verify credentials for prospective employers, financial institutions, or other organizations requiring employment confirmation.

Sample Employee Verification Letter

[Your Company Letterhead]

[Date]

[Recipient's Name]

[Recipient's Title/Position]

[Recipient's Organization/Institution]

[Recipient's Address]

[City, State, ZIP Code]

Subject: **Employment Verification for [Employee's Name]**

Dear [Recipient's Name],

This letter is to formally confirm the employment of **[Employee's Full Name]** at **[Your Company Name]**. **[Employee's Name]** has been employed with us from **[Start Date]** to **[End Date/Present]** in the capacity of **[Job Title]**.

During [his/her/their] tenure, **[Employee's Name]** was responsible for the following duties:

- [Primary responsibility #1]
- [Primary responsibility #2]
- [Primary responsibility #3]

[Employee's Name] has consistently demonstrated professionalism, dedication, and a high standard of performance throughout [his/her/their] employment period. [He/She/They] was recognized as [mention any relevant achievements, promotions, or commendations].

This confirmation is issued upon the request of **[Employee's Name]** and is intended for the sole purpose of employment verification. Should you require additional information, please feel free to contact me at **[Your Contact Information]**.

Sincerely,

[Your Name]

[Your Position/Title]

[Your Company Name]

[Your Phone Number]

[Your Email Address]