

This reference letter sample with **employment verification** for a government job provides a comprehensive template that confirms an individual's work history, job performance, and professional qualifications. It is designed to support candidates applying for government positions by detailing their previous roles, responsibilities, and achievements, ensuring credibility and authenticity. The letter serves as an official endorsement from a former employer, verifying employment dates and job functions to facilitate a smooth hiring process within government agencies.

Reference Letter with Employment Verification

[Your Company/Organization Letterhead]

[Date]

To Whom It May Concern,

I am writing to provide a reference and employment verification for [Employee Name], who was employed at [Company/Organization Name] from [Start Date] to [End Date] as a [Job Title].

During [his/her/their] tenure with our organization, [Employee Name] demonstrated a high level of professionalism, dedication, and integrity. [He/She/They] was responsible for [briefly describe key duties, responsibilities, or projects]. [His/Her/Their] performance consistently met or exceeded expectations, and [he/she/they] made significant contributions to our team, particularly in [mention a notable achievement or skill relevant to government work].

[Employee Name] possesses strong [mention relevant skills: analytical, organizational, communication, teamwork, etc.] skills that would be valuable in a government role. [He/She/They] maintained excellent attendance, adhered to organizational policies, and upheld the highest standards of ethics and confidentiality.

Please accept this letter as official verification of [Employee Name]'s employment status, with the following details:

- **Position:** [Job Title]
- **Department:** [Department Name]
- **Employment Dates:** [Start Date] to [End Date]
- **Supervisor:** [Supervisor Name and Title]

I have every confidence that [Employee Name] will be a valuable addition to your government agency. Should you require any further information, please do not hesitate to contact me at [Your Phone Number] or [Your Email Address].

Sincerely,

[Your Name]

[Your Title/Position]

[Company/Organization Name]

[Contact Information]