

## Reference Letter with Employment Verification

[Your Name]  
[Your Position]  
[Company/Organization Name]  
[Company Address]  
[City, State, ZIP Code]  
[Email Address]  
[Phone Number]  
[Date]

To Whom It May Concern:

I am writing to confirm the employment of **[Employee's Name]** at **[Company/Organization Name]**. **[Employee's Name]** has been employed with us as a **[Job Title]** from **[Start Date]** to **[End Date or "Present"]**.

During their time with our company, **[Employee's Name]** performed their duties professionally and demonstrated reliability in their position. This letter serves as official verification of their employment and job title.

If you require any further information, please feel free to contact me at the details provided above.

Sincerely,

[Your Name]  
[Your Position]