**Employment Verification Letter Template**

This template of verification of employment:

* Verifies employment
* Confirms dates/time
* Confirms good standing
* Gives contact information

Date: January 1st 2020

Company XYZ

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Tile: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Company: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

City: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Subject: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

To Whom it May Concern:

This letter is written to confirm that Jason Bourne has been working as an HR Manager Company XYZ for 2 years. His start date was January 1st 2018, and his last day with the company was on February 28th, 2020.

Jason Bourne has been an active member of our team during his employment with our company, and left in good standing with the company.

Any help accorded to him will be greatly appreciated.

Please feel free to reach out at XXX-XXX-XXX with any questions.

Thank you.

Best regards,

Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Company Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_