**Letter of Verification of Employment**

This letter of verification of employment:

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

Re: Verification of employment letter

Dear Mr Smith,

We have received a request to verify employment for Mr Jason Bourne. I am writing to confirm that Jason Bourne is currently employed with Company XYZ. Mr Bourne is currently employed with our company as a Senior Manager in our Sales department, with 5 salespeople reporting to him.

Mr Borne has worked with us since January 2016. He was promoted to a Senior Manager role in 2019 after an excellent record of meeting his sales targets. During his employment with our company, he has always been a reliable member of our team, and has never received any disciplinary action. We hope to continue to work with Mr Bourne for the foreseeable future, as he has been a very valuable member of our company.

The position he is holding is in demand, so it is safe to say that he will continue his employment with us.

If you have any questions, please reach out to me at 888.666.4344.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature

Name:

Position:

Company: