

[Company Letterhead or Header]

[Date]

[Recipient Name]

[Recipient Title/Organization]

[Address Line 1]

[Address Line 2]

Subject: Verification of Employment for [Employee Name]

To Whom It May Concern,

This letter is to formally verify the employment history of **[Employee Name]** with **[Company Name]**.

The employee was/is employed as a part-time **[Job Title]** during the following period:

- **Start Date:** [Month Day, Year]
- **End Date:** [Month Day, Year / Present]

During their tenure, [Employee Name] worked an average of [Number] hours per week.

If you require any further information or have additional questions, please feel free to contact me at [Phone Number] or [Email Address].

Sincerely,

[Signature]

[Your Name]

[Your Title]

[Company Name]