

[Company Letterhead]

[Date]

[Recipient Name / Organization Name]

[Recipient Address]

[City, State, Zip Code]

**Subject: Verification of Managerial Responsibilities for [Employee Name]**

To Whom It May Concern,

This letter serves to formally verify the employment and specific managerial responsibilities of **[Employee Name]** at **[Company Name]**. [Employee Name] has been employed with us from **[Start Date]** to **[End Date/Present]**, most recently serving in the capacity of **[Official Job Title]**.

In this role, [Employee Name] holds significant leadership authority and is responsible for the following managerial duties:

- **Personnel Management:** Directly supervising a team of [Number] employees, including hiring, conducting performance evaluations, and managing disciplinary actions.
- **Strategic Planning:** Developing and implementing departmental goals, workflows, and long-term operational strategies.
- **Budgetary Oversight:** Managing an annual budget of [Amount], with full authority over resource allocation and expenditure approvals.
- **Policy Development:** Establishing internal protocols and ensuring organizational compliance with industry standards and legal regulations.
- **Project Leadership:** Overseeing the lifecycle of major projects, from initial conception through to final delivery and reporting.

During their tenure, [Employee Name] has demonstrated exceptional leadership skills and the ability to manage complex organizational functions effectively. Their decision-making authority has been vital to the success of our [Department Name] department.

Should you require any further information or detailed documentation regarding these responsibilities, please feel free to contact me directly at [Phone Number] or [Email Address].

Sincerely,

[Signature]

[Name of Manager/HR Representative]

[Title]

[Company Name]