

[Company Letterhead]

[Date]

[Recipient Name]

[Recipient Title]

[Organization Name]

[Address]

Subject: Verification of Employment and Job Duties for [Employee Full Name]

To Whom It May Concern,

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

Employment Details:

- **Employment Dates:** [Start Date] to [End Date/Present]
- **Current/Final Job Title:** [Job Title]
- **Employment Status:** [Full-time / Part-time]

Primary Job Duties and Responsibilities:

- [Duty 1: Description of primary responsibility]
- [Duty 2: Description of key task]
- [Duty 3: Description of specialized skill or tool used]
- [Duty 4: Description of management or project oversight]
- [Duty 5: Description of any specific technical contributions]

If you require any further information or additional clarification regarding [Employee Name]'s tenure or responsibilities, please feel free to contact me directly at [Phone Number] or [Email Address].

Sincerely,

[Signature]

[Your Printed Name]

[Your Job Title]

[Company Name]