

Employment Verification Letter

June 20, 2024

To Whom It May Concern,

This letter is to verify the employment of **Mr. John Doe** with our organization, **Acme Corporation**.

Employee Name: John Doe

Job Title: Software Engineer

Department: Technology

Employment Status: Full-Time

Date of Employment: January 15, 2020 – Present

During his employment, Mr. Doe has consistently demonstrated professionalism, dedication, and a strong work ethic.

If you have any further questions or require additional information, please feel free to contact our office at (555) 123-4567 or email hr@acme.corp.

Sincerely,

Jane Smith

Human Resources Manager

Acme Corporation

- Always confirm the recipient requirements before sending.
- Use official letterhead and authorized signature if possible.
- Double-check dates, names, and job titles for accuracy.
- Do not disclose sensitive or confidential information.