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Recipient Name

Street Address, City, ST ZIP Code

**To Whom It May Concern**

Dear Sir/Madam [or name],

This letter is to verify that **NAME OF APPLICANT** was employed at **NAME OF COMPANY** in the position of **NAME OF POSITION**. This position was **FULL-TIME/PART-TIME/CONTRACT**.

**NAME OF APPLICANT** commenced employment in the above-mentioned position with our company on **EMPLOYMENT COMMENCEMENT DATE** until **EMPLOYMENT TERMINATION DATE**.

If you require any additional information, please contact me at **PHONE #** or **EMAIL**. I look forward to hearing from you soon.

Warm regards,

YOUR NAME HERE

Your Title