

[Date]

[Recipient Name]
[Recipient Job Title]
[Company Name]
[Address]

Subject: Employment Verification for [Employee Name]

To Whom It May Concern,

This letter is to formally verify the automotive work history of [Employee Name] at [Your Company Name].

Employment Details:

- **Job Title:** [e.g., Lead Mechanic / Automotive Technician]
- **Employment Dates:** [Start Date] to [End Date/Present]
- **Employment Status:** [Full-time / Part-time]

Key Responsibilities and Skills:

- Performed diagnostic tests and engine repairs.
- Conducted routine maintenance (oil changes, brake replacements, fluid flushes).
- Utilized electronic scanning tools and specialized automotive software.
- Maintained compliance with safety standards and garage protocols.

If you require any further information or specific details regarding this employment history, please contact me at [Phone Number] or [Email Address].

Sincerely,

[Your Signature]
[Your Printed Name]
[Your Title]