

[Current Date]

[Recipient Name or "To Whom It May Concern"]

[Recipient Company Name]

[Recipient Address]

[City, State, Zip Code]

Subject: Employment Verification for [Employee Name]

Dear [Recipient Name],

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

Employment Dates: [Start Date] to [End Date/Present]

Job Title: [Job Title, e.g., Forklift Operator, Welder, Construction Laborer]

Current Status: [Full-time / Part-time / Contract]

During their time with us, [Employee Name] was responsible for [list 2-3 primary duties, e.g., operating heavy machinery, maintaining site safety, and performing structural repairs]. They have consistently demonstrated a strong work ethic, punctuality, and the ability to work effectively as part of a physical labor team.

If you require any further information or have specific questions regarding their technical skills or safety record, please feel free to contact me at [Phone Number] or [Email Address].

Sincerely,

[Your Signature]

[Your Printed Name]

[Your Job Title]

[Company Name]