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| --- | --- |
| **[Sender Name]** | [Email] |
| [Sender Title] | [Address] |
|  | [Phone] |

TO **[Receiver Name]** **[Receiver Title]**

**Subject:** Employment Verification Letter

John Dolan
Senior Vice President
Dolan Industries, Inc.
43 Oak Street, 2nd Floor
Portland, ME 04101

Dear Mr. Dolan,

This letter is to verify that Seneca Williams has been employed at GMC Associates for the past three years in our Accounting Department. She began work on April 1, 20XX.

If you require any additional information, please feel free to contact me at 555-111-1212.

Sincerely,

**[Signature]**

Shawna Easton
Director of Accounting
GMC Associates