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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