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

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

**Subject:** Employment Verification Letter

Julia Sanchez  
Manager  
Archer Studios  
34 Otis Drive, Ste. 500  
Spokane, WA 99201

Dear Ms. Sanchez,

This letter is to verify that Robert Smith was employed at Martin & Martin, Incorporated from January 3, 20XX to March 1, 20XX. If you require any additional information regarding Robert Smith, please feel free to contact me at 555-765-4321.

Sincerely,

**[Signature]**

Janice Montgomery

Human Resources Manager  
Martin & Martin Incorporated  
100 Main Street, Ste. 100  
Spokane, WA 99201