Example of an Employer Verification Letter:

EMPLOYER VERIFICATION LETTER

Elite Envy eMagazine

123 Employment Street

ThisTown, USA 13579

Phone Number: 555-515-1238

February 8th, 2015

To Whom it May Concern:

This letter is to verify that Joshua R. Shiftnar has worked for our company since 2013.

Joshua is presently a Senior Editor in our editing department and he is an invaluable asset to our team. The outlook for his future employment with us is very good, and we hope to keep him on our staff for many more years to come. If you have any questions or concerns regarding his employment with us, please feel free to get in touch with us at the number located below.

Yours,

Jacob Drummer

Elite Envy Founder

555-515-1238 Extension 369

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_