**[This is a SAMPLE JOB VERIFICATION LETTER - Use only if you had Multiple positions at one company. This letter is to be printed ON COMPANY LETTERHEAD with Company address and phone number]**

Date: [date]

To Whom It May Concern:

This is to verify to the employment history of [Mr/Mrs] [employee's full name] (“Employee”). On or about [enter date of accquisation], our Company acquired either the entire and/or relevant division(s) of [insert name of employee's prior company that was acquired] (“Acquired Company”) where employee worked, which is now part of our Company. As such, we are able to verify the employment details of the Employee.

Employee’s employment at our Company (including at the “Acquired Company” which is now part of our Company) was full-time from [insert overall start date at this company] to [insert overall end date at this company here, or if still employed by the company insert the word “present”], and the details of such employment of the Employee are as follows:

Position #1

Title: [insert title of this position]

Dates worked in this position: [insert start date of this position] to [insert end date here, or if still employed by the company insert the word “present”]

The job duties performed by Employee in this position: [Job Duties, Responsibilities and/or Tools used on the job]

Position #2

Title: [insert title of this position]

Dates worked in this position: [insert start date of this position] to [insert end date here, or if still employed by the company insert the word “present”]

The job duties performed by Employee in this position [Job Duties, Responsibilities and/or Tools used on the job]

Position #3

Title: [insert title of this position]

Dates worked in this position: [insert start date of this position] to [insert end date here, or if still employed by the company insert the word “present”]

The job duties performed by Employee in this position: [Job Duties, Responsibilities and/or Tools used on the job]

If you need any further information, please feel free to contact me.

Sincerely,

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

[Print Full Name and Title of Signor]

[The letter must be signed by a person at the company authorized to verify employment, such as an officer or HR. ]