

Employment Verification Letter Template

Date _____

Employer Contact information

Name: _____

Title: _____

Company: _____

Address: _____

City: _____

Subject: _____

Dear: _____

This letter is written to confirm that _____ has been working as a Staff writer with ADC Magazine for a period of 2 years.

The above named person has been an active staff member during his employment at with us.

Any help accorded to him will be highly appreciated..

Thank you.

Sincerely,

Signature _____

Company Title: _____

Name _____