

# 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 \_\_\_\_\_