

[Date]

[Include address and name of company]

To Whom It May Concern:

This letter is to verify the employment of [Last Name/ First Name] who [works or worked] for [name of company] as a [title of position] from [date and year] until [date and year]. [He/she] [was or is] a [full-time or part-time] employee working [insert number of hours] per [week/month/year]. During this time, [He/She] has worked an approximate [estimated number of hours].

As an [title of position], his/her duties [were/are]: [list of the duties]

Please contact me at [include phone number/email address] if you have any questions or need more information.

Sincerely,

[Name of Supervisor]

[Title of Supervisor]