

Official Employment Reference Letter for Verification Purposes

Subject: Employment Verification for [Employee Name]

To Whom It May Concern,

This letter is to confirm that [Employee Name] was employed with [Company Name] from [Start Date] to [End Date] in the position of [Job Title]. Their employment status was [full-time/part-time/contractual].

During their tenure, [Employee Name] performed their role to the standards expected by our organization. This letter is issued strictly for the purpose of verifying their employment details.

For additional verification, please feel free to contact our HR department.

Yours sincerely,

[HR Manager's Name]

[Position]

[Company Name]

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