Name

Job Title

Company Name Address (City/State/Zip)

May 1st, 2020

(Name of Person Requesting Verification)

Job Title

Company Name

Company Mailing Address (City/State/Zip)

Dear Mr.Ms. Last Name:

This letter is a verified letter of intent to confirm the current employment of (employee name) with (company name). (employee) started his/her role of (job title) on (start date). The employee’s employment status is intact and valid. If you’d like information about his income, please contact myself.

If you have any further questions please do not hesitate to contact me at (phone number).

Sincerely,

(Your name)