

To Whom It May Concern:

This letter is to verify employment for (NAME). (NAME) is currently a fulltime employee at (BUSINESS NAME), located at (BUSINESS ADDRESS). He/She has been an employee with (BUSINESS NAME) since (DATE) and his/her current job title is (JOB TITLE).

Mr/Mrs. (NAME) is assigned to our (OFFICE LOCATION), but he/she is a remote worker (IF APPLICABLE) based out of his/her home. He/she is not required to physically be in the office. This is a permanent assignment and is not due to COVID.

If you have any questions regarding the information provided, please don't hesitate to contact me at (PHONE NUMBER) or at (EMAIL ADDRESS).

(SIGNATURE AND DATE)