

## EMPLOYMENT VERIFICATION LETTER

November 15, 2024

RE: Employment Verification for [Employee Name]

To Whom It May Concern,

This letter is to confirm that [Employee Name] was employed full-time at *WatermelonInfo* in our [City, State] office from November 15, 2023, to November 15, 2024.

During their tenure, [Employee Name] held the position of Administrative Assistant, with responsibilities that included:

- Managing schedules and appointments for senior staff to ensure efficient time management.
- Preparing and organizing documents for internal meetings and client presentations.
- Responding to email and phone inquiries on behalf of the team, ensuring timely and professional communication.
- Coordinating travel arrangements and logistics for business trips.
- Assisting with data entry and maintaining accurate records in company databases.

They work on full time basis. Their current gross annual salary is \$68,000. Please feel free to contact me at 000-000-0000 if you require additional information.

Best regards,

[Name]

[Title]

WatermelonInfo