**VERIFICATION OF EMPLOYMENT**

**EMAIL TEMPLATE**

SUBJECT LINE:

Employment verification for [Employee Name]

EMAIL BODY:

[Employee Name] worked for [Company Name] from [hire date-end date] and held the title of [Employee Title].

*––– OR –––*

[Employee Name] is employed at [Company Name] since [hire date] and currently holds the title of [Employee Title/Position].

For more information contact [Contact Name].

[Your Name]

[Your Title]

[Company Name]

[Contact Info]