_____
Company Name
address
city, state 12345

_____

_____
_____
_____, ___ _____

Re: _____
SSN: _____

Dear Sir or Madam:

On _____, you requested employment verification information regarding _____ and provided me with a signed authorization to release such information. As you have requested, we are providing the following employment information:

Employment History:

Start Date: _____

Position: _____
Dates Position Held: _____

Salary/Wage Information:

$_____ per _____
Dates at this rate: _____

Likelihood of Continued Employment:

No current obstacles to continued employment or rehire.

Please contact me if you have any questions. I can be contacted by phone at _____.

Sincerely,

_____

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