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\_\_\_\_\_, \_\_\_\_\_  
  
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\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_, \_\_\_\_\_

RE: \_\_\_\_\_  
SSN: \_\_\_\_\_

Dear \_\_\_\_\_:

Per the request by \_\_\_\_\_ dated \_\_\_\_\_, this letter is  
to verify that \_\_\_\_\_ at  
\_\_\_\_\_ as \_\_\_\_\_. \_\_\_\_\_'s  
effective employment began on \_\_\_\_\_. \_\_\_\_\_ on  
a \_\_\_\_\_ basis.

Please feel free to contact me at \_\_\_\_\_ should you have any further  
questions or comments.

Sincerely,

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_