<Insert Date>

<Insert Sender Name>

<Insert Address>

Dear <Insert Name>,

In order to support your transition to new employment, [Insert Organization Name] is willing to offer you a written verification of employment to recognize your time and contribution to our company. This verification of employment letter will be the only form of reference that will be provided by [Insert Organization Name] and it will contain only the dates of employment during which you worked for the company.

Please reach out to [Insert Name/Title] via email to receive your verification of employment letter and if you have any questions.

We wish you the best of luck in your future endeavours.

Warm regards,

Name

Title
[Insert Organization Name]