

# (on Official Company Letterhead)

**Sample Letter for  
Employment Verification**

\_\_\_\_\_  
(date of Letter; month/day/year)

To Whom It May Concern:

\_\_\_\_\_ has been employed with \_\_\_\_\_ since  
(first and last name of applicant) (company name)

\_\_\_\_\_ to \_\_\_\_\_ as an \_\_\_\_\_.  
(month/day/year of employment start date) (month/day/year of employment end date) (job title, e.g. EMT)

He/she works \_\_\_\_\_ in the \_\_\_\_\_ area with a call volume  
(part-time, full-time, volunteer) (city)

consisting of \_\_\_\_\_ and \_\_\_\_\_.  
(percentage of BLS calls) (percentage of ALS calls)

If you have any questions, please feel free to call me at \_\_\_\_\_.  
(Supervisor's contact phone number including extension.)

Sincerely,

\_\_\_\_\_  
(Supervisor's Signature)

\_\_\_\_\_  
(Supervisor's printed first and last name)

\_\_\_\_\_  
(Supervisor's Job Title)

**Sample Letter**

Remember to send the **original** letter with your application. If you have any questions, please call our office at 310-680-1100.