

XYZ Company Letter Head (if available)

Date: 27-05-2020

Subject: Verification of Employment

This letter has been produced to verify the employment of the below listed individual with XYZ Company, LLC as a Civil Engineer supporting the United States Armed Forces in Afghanistan. His primary duty included supervising the air strip construction of the FOB Shank and lending his civil engineering expertise in a timely completion of the construction project.

This individual was an important part of our commitment to provide the best possible service under the LOG CAP-IV contract and has performed his service to the United States government faithfully and honorably with distinction.

US Government Contract Number: DOD-W-123-457391

Full Name: Mustafa Totakhail
Date of Birth: 25/07/1983
Tazkera Number: 123 4567
Afghan Passport Number: P 1234209
Job Title: Civil Engineer
Job location: FOB Shank, Logar Province, Afghanistan
Employee ID Number: AFG – 123 5573
Hire Date: 29-05-2010
Last Employment Date: 19-03-2014

Reason for separation: FOB Shank closed and our company contract ended. Employee was laid off in good standing.

For further assistance and verification confirmation please contact me at: **Active HR office email address here**

- HAND SIGNATURE HERE -

Robert J. Hansen – **Letter Author Name Here**
Human Resources Manager - **Position Title Here**
XYZ Company, LLC - **Company Name Here**
Rhansen@Example.com – **Alternate active Email Address here if no longer with the company**

Note: Dates must be in DD-MM-YYYY format.