

XYZ Company Letter Head (if available)

Date: 27-05-2020

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 airstrip 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.

Project Name: FOB Shank Airport Construction
Contract Name: LOG CAP-IV
US Government Contract Number: DOD-W-123-457391
Contract Period of Performance (Duration): 27-06-2010 to 17-01-2014
Prime Contractor: XYX Company, LLC

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
Employment Start Date: 29-05-2010
Last Employment Date: 19-03-2014
Reason for Separation: FOB Shank airport construction completed and company contract ended. Employee laid off in good standing. Employee has no disciplinary record and no security issues.

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.**

Provide active HR office / HR manager email address for verification purposes.
Letter written by HR Office or HR manager. IF HR office not available, then provide brief explanation along with signature from senior management position like CEO, President, etc.
Dates must be in **DD-MM-YYYY format.**

For more samples, visit: www.AfghanRefugee.net