

To Whom It May Concern Letter for Employee

Date: May 2, 2024

Subject: Employment Verification for Jane Smith

To Whom It May Concern,

This letter is to confirm that Jane Smith has been employed with XYZ Enterprises as a Financial Analyst since January 2018. During her tenure with us, Jane has displayed high professionalism and dedication.

Jane's responsibilities include analyzing financial data, preparing reports, and contributing to the financial planning process. Her contributions have been vital to the success of our finance team.

Jane is currently employed with us on a full-time basis and has been in good standing throughout her employment period. Should you have any further questions regarding her employment, please do not hesitate to contact me.

Sincerely,

[Your Name]

[Your Position]