Date

Subject:                **Identity Verification**

To whom it may concern,

This is to verify that [enter name of applicant] bearing identification number [enter national identity number] has been working at [enter company name] for the past four years. He/she joined the company on [enter date] as a [enter initial position] and is currently working as [same or enter current position]. He/she is working on as a permanent/contractual employee with a current salary of $[enter amount].

Please consider this letter as verification for [enter name of person]’s identity. You may contact me for further details by phone at [enter number] or by email at [enter email].

This letter may only be used for identity verification and under no circumstances should be substituted as a character certificate.

Your Name

Street Address City, ST ZIP Code