

# Employment Verification Letter

To whom it may concern,

21<sup>st</sup> August 2019

We confirm that **your name** worked at our company under the conditions below.

- Duration of the employment:  
**From 01/Sep/2003 to 31/Oct/2017**
  - Job title:  
**Mechanical engineer**
  - Location of the office which the person worked at:  
**1234-5 Tancha, Onna-son, Kunigami-gun, Okinawa, JAPAN 904-0412**
  - Contract type (working days per week):  
**Full-time (5 days per week)**
- ② If contract type is "part-time", working days per week must be stated in this part

During his employment he exclusively worked at our main office whose location is stated above, and was never transferred to other branches abroad or had any business trips abroad.

③ If you had any business trips abroad during the employment, the details must be mentioned. (see example below)

[Example]

During his employment he had to make some business trips abroad. Below are details of all the business trips he made during his employment.

Destination	Duration (DD/MM/YYYY – DD/MM/YYYY)
Stockholm, Sweden	26/10/2005 – 28/10/2005
Bristol, the UK	02/02/2008 – 10/02/2008
Stockholm, Sweden	18/06/2016 – 26/06/2016

Sincerely yours,

ABC MEDIA  
**Affiliation of the issuer**  
**Name of the issuer**  
**Signature of the issuer**