(Univeristy/Company Title)

Verification Letter

(Date)

To Whom It May Concern:

XXXX worked in XXXXX as a XXXX (teaching major and position) from XXXX(month/year) to XXXX(month/year). His/her performance is XXXX (**briefly** describe the performance or just skip this part).

 **(Company/School Official Stamp)**

**Or signature of the director or person in Charge**