

[Company Letterhead / Logo]

[Date]

[Recipient Name or "To Whom It May Concern"]

[Recipient Address]

[City, State, Zip Code]

Subject: Verification of Employment for [Employee Name]

Dear [Recipient Name],

This letter is to formally verify the employment history of [Employee Name] with [Company Name].

Employment Details:

- **Current/Most Recent Job Title:** [Job Title]
- **Employment Start Date:** [Start Date]
- **Employment End Date:** [End Date or "Present"]
- **Employment Status:** [Full-time / Part-time]

If you require any further information or have additional questions, please feel free to contact the Human Resources department at [Phone Number] or via email at [Email Address].

Sincerely,

[Signature]

[Printed Name]

[Job Title]

[Company Name]