

[Company Name]
[Company Address]
[City, State, Zip Code]
[Phone Number]
[Email Address]

[Date]

[Recipient Name]
[Recipient Title/Department]
[Requesting Organization]
[Organization Address]

Subject: Comprehensive Employment History Verification for [Employee Name]

To Whom It May Concern,

This letter serves as formal verification of the employment history for **[Employee Name]** at **[Company Name]**. Below are the comprehensive details regarding their tenure with our organization:

- **Full Name:** [Employee Name]
- **Social Security Number (Partial):** [XXX-XX-0000]
- **Current/Most Recent Job Title:** [Job Title]
- **Employment Status:** [Full-time / Part-time / Contract]
- **Employment Start Date:** [Month Day, Year]
- **Employment End Date:** [Month Day, Year or "Present"]
- **Current/Final Base Salary:** \$[Amount] per [Year/Hour]
- **Total Annual Compensation (including bonuses/commissions):** \$[Amount]
- **Primary Job Responsibilities:** [Briefly list 3-4 key duties]

Previous Positions Held within the Company:

- [Position Title] ([Start Date] to [End Date])
- [Position Title] ([Start Date] to [End Date])

Reason for Departure (if applicable): [Voluntary Resignation / End of Contract / Other]

Eligibility for Rehire: [Yes / No]

This information is provided in strict confidence based on our corporate records. Should you require further clarification or additional details, please contact our Human Resources department directly at [Phone Number] or via email at [Email Address].

Sincerely,

[Signature]
[Printed Name]
[Job Title]
[Company Name]