

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

To Whom It May Concern,

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

Employment Details:

- **Job Title:** [e.g., Senior Software Engineer / Systems Administrator]
- **Employment Dates:** [Start Date] to [End Date/Present]
- **Employment Status:** [Full-time / Part-time / Contract]
- **Current/Final Salary:** [Optional: Amount per Year/Hour]

Key Technical Responsibilities:

During their tenure, [Employee Name] was responsible for [Brief description of IT duties, e.g., managing cloud infrastructure, developing web applications using Java/Python, and overseeing network security protocols].

Please feel free to contact the Human Resources department at [Phone Number] or [Email Address] if you require any additional information or further clarification.

Sincerely,

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