

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

[Date]

[Recipient Name or "To Whom It May Concern"]
[Recipient Address]
[City, State, Zip Code]

Subject: Employment Verification for [Employee Full Name]

Dear [Recipient Name],

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

[Employee Full Name] was employed as a seasonal worker during the following periods:

- [Start Date] to [End Date]
- [Start Date] to [End Date]

During their tenure, [Employee Full Name] held the position of [Job Title]. Their primary responsibilities included [briefly list 1-2 main duties].

Their final rate of pay was \$[Amount] per [hour/week/month].

If you require any further information or have additional questions, please feel free to contact me directly at [Phone Number] or [Email Address].

Sincerely,

[Your Signature]

[Your Printed Name]
[Your Job Title]