

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

[Date]

[Recipient Name or "To Whom It May Concern"]  
[Recipient Title/Organization]  
[Recipient Address]

Subject: Employment Verification for [Employee Full Name]

Dear [Recipient Name],

This letter is to formally confirm that [Employee Full Name] was employed by [Company Name].

The details of their employment are as follows:

- **Employment Dates:** [Start Date] to [End Date/Present]
- **Job Title:** [Most Recent Job Title]
- **Employment Status:** [Full-time / Part-time / Contract]
- **Current/Final Salary:** [Amount] (Optional)

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]

[Name of Verifier]  
[Title]  
[Company Name]