

[Current Date]

[Recipient Name]
[Recipient Title]
[Company Name]
[Company Address]

Subject: Verification of Temporary Contract Employment

To Whom It May Concern,

This letter is to formally confirm the employment history of [Contractor Full Name] with [Your Company Name].

Employment Details:

- **Job Title:** [Job Title/Role]
- **Employment Status:** Temporary Independent Contractor
- **Start Date:** [Start Date]
- **End Date:** [End Date or "Present"]
- **Current/Final Rate of Pay:** [Amount] per [Hour/Month/Project]

During the contract period, [Contractor Name] was responsible for [Brief description of duties].

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

Sincerely,

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