

[Date]

[Recipient Name]

[Recipient Title]

[Recipient Company Name]

[Recipient Address]

[City, State, Zip Code]

Subject: Verification of Employment for [Employee Full Name]

Dear [Recipient Name],

This letter is to formally verify the employment history of [Employee Full Name] at [Client Company Name]. Our organization, [Your Company Name], provides third-party human resources and payroll outsourcing services for [Client Company Name] and maintains all official personnel records.

According to our records, the employment details for [Employee Full Name] are as follows:

- **Employee Name:** [Employee Full Name]
- **Employer of Record:** [Client Company Name]
- **Employment Dates:** [Start Date] to [End Date/Present]
- **Current/Last Job Title:** [Job Title]
- **Employment Status:** [Full-time / Part-time / Contract]
- **Current/Final Salary:** [Amount] per [Year/Hour] (Optional)

This information is provided in strict confidence based on our payroll and HR database. If you require any further documentation or have additional questions, please contact our verification department at [Phone Number] or via email at [Email Address].

Sincerely,

[Your Signature]

[Your Printed Name]

[Your Job Title]

[Your Company Name (Outsourcing Provider)]