

[Date]

[Recipient Name]

[Recipient Title]

[Recipient Company Name]

[Recipient Address]

[City, State, Zip Code]

Subject: Employment Verification for [Employee Name]

To Whom It May Concern,

Please accept this letter as formal verification of employment for **[Employee Name]**. This information is being provided at the request of the employee.

Employment Details:

- **Current Status:** [Active/Terminated/Resigned]
- **Job Title:** [Current or Final Job Title]
- **Employment Start Date:** [Start Date]
- **Employment End Date:** [End Date or N/A if still employed]
- **Employment Type:** [Full-time/Part-time]
- **Current Salary/Rate:** [Amount] per [Year/Hour]

If you require any additional information or further clarification, please feel free to contact our Human Resources department at [Phone Number] or via email at [Email Address].

Sincerely,

[Signature]

[Full Name]

[Job Title]

[Company Name]