

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

[Date]

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

**Subject: Employment Verification for [Former Employee Name]**

Dear [Recipient Name],

Please accept this letter as formal verification of the employment history for [Former Employee Name] at [Company Name].

The individual was employed with our organization from [Start Date] to [End Date]. During their tenure, they held the position of [Job Title].

Their final annual salary was [Salary Amount] (optional) and their primary responsibilities included [brief list of duties].

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

Sincerely,

[Signature]

[Name of Representative]  
[Job Title]  
[Company Name]