

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

[Date]

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

Subject: Employment Verification for [Former Employee's Full Name]

Dear [Recipient Name],

This letter is to formally confirm that [Former Employee's Name] was previously employed at [Company Name].

Please find the requested employment details below:

- **Dates of Employment:** [Start Date] to [End Date]
- **Job Title:** [Most Recent Job Title]
- **Last Annual Salary:** [Amount] (Optional)
- **Reason for Leaving:** [Optional: e.g., Resignation / End of Contract]

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]

[Your Name]
[Your Job Title]
[Company Name]