

**CONFIDENTIAL**

[Date]

[Recipient Name]

[Recipient Title]

[Recipient Company Name]

[Recipient Address]

Subject: Employment Verification for [Employee Full Name]

To Whom It May Concern,

This letter is to formally verify the employment of [Employee Full Name] with [Your Company Name]. This information is provided at the request of the employee and is intended for confidential use only.

**Employment Details:**

- **Current Status:** [Active / Terminated / Leave of Absence]
- **Job Title:** [Current Job Title]
- **Employment Start Date:** [Start Date]
- **Employment End Date:** [End Date or "Present"]
- **Current Salary:** [Amount per Hour/Year] (Optional)

Should you require any further information or clarification, please contact the Human Resources Department at [Phone Number] or [Email Address].

Sincerely,

[Your Signature]

[Your Printed Name]

[Your Job Title]

[Your Company Name]