[Company Letterhead or Sender's Address]
[City, State, Zip Code]
[Date]

[Recipient Name]
[Recipient Title/Department]
[Organization Name]
[Recipient Address]

Subject: Verification of Employment and Contract Details

To Whom It May Concern,

This letter is to formally verify the employment details of [Employee Full Name] with [Company Name].

Employment Role: [Job Title/Position]
Contract Start Date: [Start Date]
Contract End Date: [End Date/Present]
Employment Status: [Full-time / Part-time / Contract]

During their tenure, [Employee Name] was responsible for [Brief Description of Main Responsibilities].

If you require any further information or additional documentation regarding this contract, please contact me directly at [Phone Number] or [Email Address].

Sincerely,

[Signature]

[Printed Name]
[Job Title]
[Company Name]