

[Company Letterhead]

[Date]

[Recipient Name]

[Recipient Title]

[Organization Name]

[Organization Address]

Subject: Verification of Employment for [Employee Full Name]

To Whom It May Concern,

This letter is to formally verify the employment history of [Employee Full Name] with [Company Name] for the purpose of a background check.

Employment Details:

- **Job Title:** [Current/Former Job Title]
- **Employment Dates:** [Start Date] to [End Date/Present]
- **Employment Status:** [Full-time / Part-time / Contract]

Salary and Compensation Details:

- **Gross Annual Salary:** \$[Amount]
- **Bonus/Commissions:** \$[Amount] (if applicable)
- **Pay Frequency:** [Monthly / Bi-weekly / Weekly]

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

Sincerely,

[Signature]

[Printed Name]

[Job Title]

[Company Name]