

[Company Letterhead/Logo]

[Current Date]

[Recipient Name]

[Recipient Title]

[Recipient Company Name]

[Recipient Address]

Subject: Employment and Salary Verification for [Former Employee Name]

To Whom It May Concern,

This letter is to confirm the employment history and salary details for [Former Employee Name] during their tenure at [Your Company Name].

Employment Details:

- **Job Title:** [Last Position Held]
- **Employment Start Date:** [Start Date]
- **Employment End Date:** [End Date]
- **Reason for Leaving:** [e.g., Resignation/End of Contract]

Historical Salary Details:

Year/Period	Job Title	Annual Base Salary
[Year]	[Title]	[\$Amount]
[Year]	[Title]	[\$Amount]

Final Compensation at Time of Separation:

- **Final Base Salary:** [\$Amount] per year
- **Other Compensation:** [e.g., Annual Bonus of \$X or N/A]

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

Sincerely,

[Your Signature]

[Your Printed Name]

[Your Job Title]

[Company Name]