

[Company Letterhead/Logo]

[Date]

[Recipient Name]

[Recipient Title]

[Recipient Organization]

[Recipient Address]

Subject: Verification of Employment for [Employee Name]

To Whom It May Concern,

Please accept this letter as formal verification of employment for [Employee Name].

Employee Name: [Employee Name]

Employment Status: [Active / Terminated]

Start Date: [Start Date]

Job Title: [Current/Final Job Title]

Current Salary: [Annual/Hourly Salary Amount] (Optional)

This information is provided at the request of the employee. If you require any additional information or have further questions, please contact our Human Resources department at [Phone Number] or [Email Address].

Sincerely,

[Signature]

[Printed Name]

[Job Title]

[Company Name]