

[Company Name]
[Company Address]
[City, State, Zip Code]
[Phone Number]

[Date]

[Recipient Name or "To Whom It May Concern"]
[Recipient Address/Company]
[City, State, Zip Code]

Subject: Employment Verification for [Employee Full Name]

Dear [Recipient Name or "To Whom It May Concern"],

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

Employment Details:

- **Job Title:** [Current/Final Job Title]
- **Employment Start Date:** [MM/DD/YYYY]
- **Employment End Date:** [MM/DD/YYYY or "Present"]
- **Current Status:** [Full-time / Part-time / Terminated]

During their tenure, [Employee Name] performed the duties and responsibilities associated with the role of [Job Title].

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

Sincerely,

[Signature]

[Your Name]
[Your Job Title]
[Company Name]