

[Company Letterhead]

[Current Date]

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

[Recipient Address]

[City, State, Zip Code]

Subject: Employment Verification for [Former Employee's Full Name]

Dear [Recipient Name],

This letter is to formally verify the previous employment of [Former Employee's Full Name] with [Company Name].

The details of their employment are as follows:

- **Job Title:** [Last Job Title Held]
- **Employment Dates:** [Start Date] to [End Date]
- **Last Known Salary:** [Optional: Enter Salary Amount]
- **Reason for Leaving:** [Optional: e.g., Resignation/End of Contract]

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

Sincerely,

[Your Signature]

[Your Printed Name]

[Your Job Title]

[Company Name]