

[Date]

[Recipient Name]

[Recipient Title]

[Company Name]

[Company Address]

Subject: Employment Verification for [Employee Full Name]

To Whom It May Concern,

Please accept this letter as formal verification of employment for [Employee Full Name]. This information is being provided for the purpose of a background check.

Employment Details:

- **Employee Name:** [Employee Full Name]
- **Job Title:** [Current/Formal Job Title]
- **Employment Dates:** [Start Date] to [End Date/Present]
- **Employment Status:** [Full-time / Part-time / Contract]
- **Current Salary (Optional):** [Amount]

If you require any additional information or have further questions regarding this employee's history with our company, please feel free to contact the Human Resources department at [Phone Number] or [Email Address].

Sincerely,

[Your Signature]

[Your Printed Name]

[Your Title]

[Company Name]