

[Agency Letterhead/Department Name]
[Agency Address]
[City, State, Zip Code]
[Phone Number]

[Date]

[Recipient Name/Organization]
[Recipient Address]
[City, State, Zip Code]

Subject: Verification of Employment for [Employee Full Name]

To Whom It May Concern,

This letter serves as official verification of employment for [Employee Full Name] with the [Name of Government Agency/Department].

Employment Details:

- **Current Status:** [Active/Inactive/Full-time/Part-time]
- **Job Title:** [Official Position Title]
- **Pay Grade/Step:** [GS Level or Equivalent, if applicable]
- **Date of Hire:** [Start Date]
- **Termination Date:** [End Date, if applicable]
- **Current Annual Salary:** \$[Amount]

This information is provided based on official agency personnel records. If you require further documentation or have additional questions, please contact the Human Resources Department at [HR Phone Number] or via email at [HR Email Address].

Sincerely,

[Signature]

[Printed Name]
[Title]
[Department/Agency Name]