

[Company Letterhead/Logo]

[Current Date]

To Whom It May Concern,
Department of Labor

Subject: Employment Verification for [Employee Full Name]

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

Employment Details:

- **Employment Status:** [Active / Terminated / Leave of Absence]
- **Job Title:** [Current or Most Recent Position]
- **Dates of Employment:** [Start Date] to [End Date/Present]
- **Employment Type:** [Full-Time / Part-Time / Contract]
- **Current Salary/Wage:** \$[Amount] per [Hour/Year]
- **Average Hours Per Week:** [Number of Hours]

If you require any further information or have additional questions, please feel free to contact the undersigned at [Phone Number] or via email at [Email Address].

Sincerely,

[Signature]

[Printed Name]

[Job Title]

[Company Name]