

[Current Date]

[Agency Name]

[Department/Division]

[Agency Address]

[City, State, Zip Code]

RE: Employment Verification for [Applicant Full Name]

To Whom It May Concern,

This letter is to formally verify the employment history of [Applicant Full Name] for the purpose of a federal background investigation.

Employee Name: [Applicant Full Name]

Social Security Number (Last 4 digits): [XXX-XX-0000]

Job Title: [Position Title]

Employment Dates: [Start Date] to [End Date/Present]

Employment Status: [Full-Time / Part-Time / Contract]

Current Salary/Rate: [Amount] per [Year/Hour]

During the period of employment, the employee's performance was [Satisfactory/Exemplary]. To our knowledge, there are no disciplinary actions or security concerns on file that would impact their eligibility for federal clearance or employment.

If you require further information or specific documentation regarding this individual's employment record, please contact our Human Resources department at [Phone Number] or via email at [Email Address].

Sincerely,

[Signature]

[Printed Name]

[Job Title]

[Company/Organization Name]