

[Company Letterhead]

[Date]

[Student Loan Servicer Name]

[Servicer Address]

[City, State, Zip Code]

Re: Verification of Employment for [Former Employee Name]

Account Number (if known): [Account Number]

To Whom It May Concern,

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

Our records indicate the following employment details:

- **Employment Start Date:** [Start Date]
- **Employment End Date:** [End Date]
- **Job Title:** [Last Job Title]
- **Employment Status:** [Full-time / Part-time]
- **Final Annual Salary/Hourly Rate:** [Amount]

This information is being provided at the request of the former employee for the purpose of student loan verification or forgiveness eligibility.

If you require any further documentation or have additional questions, please contact our Human Resources department at [Phone Number] or [Email Address].

Sincerely,

[Signature]

[Printed Name]

[Job Title]

[Company Name]