

[Company Header/Logo]

[Date]

[Recipient Name or "To Whom It May Concern"]

[Recipient Address]

[City, State, Zip Code]

Subject: Verification of Employment for [Employee Full Name]

Dear [Recipient Name or "To Whom It May Concern"],

Please accept this letter as formal verification of employment for [Employee Full Name].

This individual was employed by [Company Name] from [Start Date] to [End Date/Present].

Their position at the time of [separation/current date] was [Job Title].

If you require any further information, please contact the [Department Name, e.g., Human Resources Department] at [Phone Number] or [Email Address].

Sincerely,

[Signature]

[Printed Name]

[Job Title]

[Company Name]