

[Company Name]
[Company Address]
[City, State, Zip Code]
[Phone Number]

[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"],

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

Our records confirm that [Employee Full Name] was employed by our company for the following period:

- **Start Date:** [Month, Day, Year]
- **End Date:** [Month, Day, Year]
- **Last Job Title held:** [Job Title]

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

Sincerely,

[Your Signature]

[Your Printed Name]
[Your Job Title]