

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

[Date]

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

Subject: Verification of Employment for [Employee Full Name]

Dear [Recipient Name],

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

Our records confirm that the individual was employed with us during the following period:

- **Start Date:** [Month, Day, Year]
- **End Date:** [Month, Day, Year or "Present"]
- **Job Title:** [Most Recent Position Held]

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

Sincerely,

[Signature]
[Your Printed Name]
[Your Job Title]