

[Financial Institution Letterhead]

[Date]

[Recipient Name/Company Name]

[Recipient Address]

[City, State, Zip Code]

Subject: Verification of Employment for [Employee Name]

To Whom It May Concern,

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

Our records indicate that the individual was employed with our institution during the following period:

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

This information is provided at the request of the employee for the purpose of [Reason for Request, e.g., Mortgage Application/New Employment].

If you require additional information, please contact our Human Resources Department at [Phone Number] or [Email Address].

Sincerely,

[Signature]

[Printed Name]

[Title]

[Name of Financial Institution]