

[Current Date]

[Inquirer Name]

[Inquirer Title]

[Inquirer Organization]

[Inquirer Address]

[City, State, Zip Code]

RE: Verification of Employment for [Employee Full Name]

Dear [Inquirer Name],

This letter is in response to your request for employment verification for [Employee Full Name].

I can confirm that [Employee Full Name] is/was employed by [Company Name]. The dates of employment are as follows:

- **Start Date:** [Month, Day, Year]
- **End Date:** [Month, Day, Year / Present]

Our company policy limits the disclosure of information to dates of employment and job titles only. At the time of this letter, the individual's job title is/was [Job Title].

If you require any further information that falls within our disclosure policy, please feel free to contact our Human Resources department at [Phone Number] or [Email Address].

Sincerely,

[Your Signature]

[Your Printed Name]

[Your Job Title]

[Company Name]