

[Date]

[Government Agency Name]

[Department Name]

[Agency Address]

[City, State, Zip Code]

RE: Employment Verification for [Employee Full Name]

To Whom It May Concern,

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

According to our personnel records, the individual's dates of employment are as follows:

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

During this period, the employee held the position of [Job Title].

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

Sincerely,

[Signature]

[Printed Name]

[Job Title]

[Company Name]