

[Company Letterhead/Header]

[Date]

[Recipient Name]

[Recipient Title]

[Recipient Company]

[Recipient Address]

Subject: Employment Verification for [Former Employee Name]

To Whom It May Concern,

This letter is to formally verify the past employment of [Former Employee Name] with [Current/Former Company Name].

The employee held the position of [Job Title] and was employed on a full-time basis from [Start Date] to [End Date].

Their primary responsibilities included:

- [Responsibility 1]
- [Responsibility 2]
- [Responsibility 3]

During their tenure, [Former Employee Name] was a valued member of our team and departed the company in good standing. We can confirm that their final annual salary was \$[Amount] (optional).

If you require any further information or have specific questions regarding their employment history, please feel free to contact me at [Phone Number] or [Email Address].

Sincerely,

[Your Signature]

[Your Printed Name]

[Your Job Title]

[Company Name]