

[Company Letterhead]

[Date]

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

[Recipient Address]

[City, State, Zip Code]

Subject: Verification of Temporary Employment

Dear [Recipient Name],

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

Employment Details:

- **Position Title:** [Job Title]
- **Employment Status:** Temporary / Contract
- **Start Date:** [Start Date]
- **Expected End Date:** [End Date or "Ongoing"]
- **Current Salary/Rate:** [Amount] per [Hour/Year]
- **Average Hours per Week:** [Number of Hours]

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

Sincerely,

[Signature]

[Printed Name]

[Job Title]

[Company Name]