

[Company Letterhead]

[Current Date]

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

[Recipient Address]

[City, State, Zip Code]

Subject: Verification of Fixed-Term Employment

Dear [Recipient Name],

This letter is to confirm that [Employee Name] is currently employed by [Company Name] on a fixed-term basis. Please find the details of their employment below:

- **Employee Name:** [Employee Name]
- **Job Title:** [Job Title]
- **Employment Start Date:** [Start Date]
- **Contract End Date:** [End Date]
- **Current Salary:** [Salary Amount] per [Year/Month]
- **Standard Working Hours:** [Number of Hours] per week

Should you require any further information or additional documentation regarding this individual's employment status, please feel free to contact our Human Resources department at [Phone Number] or via email at [Email Address].

Sincerely,

[Signature]

[Printed Name]

[Job Title]

[Company Name]