

[Current Date]

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

[Recipient Company/Organization Name]

[Recipient Address]

[City, State, Zip Code]

Subject: Employment Verification for [Employee Full Name]

Dear [Recipient Name],

This letter is to formally verify the employment of [Employee Full Name] with [Staffing Agency Name].

Employment Details:

- **Employment Status:** [Active / Terminated / Contract]
- **Start Date:** [Start Date]
- **End Date:** [End Date or "Present"]
- **Job Title:** [Title, e.g., Administrative Assistant]
- **Current Assignment:** [Client Company Name]
- **Rate of Pay:** [Amount] per [Hour/Year]

This information is provided at the request of the employee for the purpose of [Reason for Letter, e.g., housing application / loan processing].

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

Sincerely,

[Your Signature]

[Your Printed Name]

[Your Title]

[Staffing Agency Name]