

[Company Letterhead]

[Date]

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

[Recipient Address]

[City, State, Zip Code]

**Subject: Verification of Temporary Employment Duration**

Dear [Recipient Name],

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

The employee held the position of [Job Title] on a temporary basis. The specific duration of their employment was as follows:

- **Start Date:** [Start Date]
- **End Date:** [End Date]
- **Total Duration:** [Number of Months/Weeks]

During this period, the employee's primary responsibilities included [Brief List of Duties]. Their employment concluded as scheduled due to the expiration of the temporary contract terms.

If you require any further information or additional details regarding this employment period, please feel free to contact the Human Resources department at [Phone Number] or [Email Address].

Sincerely,

[Signature]

[Sender Name]

[Sender Title]

[Company Name]