

CONFIDENTIAL

[Current Date]

[Recipient Name]

[Recipient Title]

[Organization Name]

[Organization Address]

RE: Employment Verification for [Employee Full Name]

To Whom It May Concern,

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

Employment Details:

- **Employment Status:** Temporary / Contract
- **Job Title:** [Job Title]
- **Start Date:** [Start Date]
- **Expected End Date:** [End Date or "Ongoing"]
- **Current Salary/Rate:** [Amount] per [Hour/Month/Year]

This information is provided in strict confidence as requested by the employee for the purpose of [Reason, e.g., Rental Application / Loan Processing]. It should not be disclosed to any other parties without written consent.

Please contact our HR department at [Phone Number] or [Email Address] if you require further information.

Sincerely,

[Signature]

[Authorized Name]

[Title]

[Company Name]