

[Company Letterhead]

[Date]

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

[Recipient Address]

[City, State, Zip Code]

Subject: Verification of Project-Based Temporary Employment

Dear [Recipient Name],

This letter is to confirm that [Employee Name] is currently employed by [Company Name] as a temporary project-based employee.

Employment Details:

- **Job Title:** [Job Title]
- **Project Name:** [Name of Project]
- **Start Date:** [Start Date]
- **Expected End Date:** [End Date or "Upon Project Completion"]
- **Current Salary/Rate:** [Amount] per [Hour/Month/Year]
- **Hours per Week:** [Number of Hours]

In this role, [Employee Name] is responsible for [Brief description of project duties]. Please note that this position is temporary and is specifically tied to the duration and requirements of the aforementioned project.

If you require any further information or have additional questions, please feel free to contact the Human Resources department at [Phone Number] or [Email Address].

Sincerely,

[Signature]

[Name of Releasing Officer]

[Job Title]

[Company Name]