

[Company Name]  
[Company Address]  
[City, State, Zip Code]  
[Phone Number]

[Date]

[Recipient Name/Requesting Organization]  
[Recipient Address]  
[City, State, Zip Code]

**RE: Employment Verification for [Employee Full Name]**

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

Please accept this letter as formal verification of employment for [Employee Full Name].

**Employment Details:**

- **Current Status:** [Active / Terminated / Resigned]
- **Job Title:** [Official Job Title]
- **Employment Start Date:** [Month Day, Year]
- **Employment End Date:** [Month Day, Year or "Present"]
- **Current Salary/Rate:** [Amount] per [Year/Hour] (Optional)

This information is provided at the request of the employee. If you require any further information, please feel free to contact the Human Resources department at [Phone Number] or [Email Address].

Sincerely,

[Signature]  
[Name of Authorized Representative]  
[Title]  
[Company Name]