

[Company Letterhead]

[Date]

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

[Recipient Address]

[City, State, Zip Code]

Subject: Verification of Employment for [Employee Full Name]

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

This letter is to formally confirm the employment dates for [Employee Full Name] at [Company Name].

Employee Name: [Employee Full Name]

Start Date: [MM/DD/YYYY]

End Date: [MM/DD/YYYY or "Present"]

Job Title: [Job Title]

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,

[Your Signature]

[Your Printed Name]

[Your Job Title]

[Company Name]