

[Date]

[Recipient Name]

[Recipient Title]

[Requesting Company Name]

[Address]

[City, State, Zip Code]

RE: Employment Verification for [Former Employee Name]

To Whom It May Concern,

This letter is in response to your request for employment verification regarding [Former Employee Name].

Our records indicate that [Former Employee Name] was employed by [Your Company Name] during the following period:

- **Start Date:** [Start Date]
- **End Date:** [End Date]
- **Last Position Held:** [Job Title]

Under our current company policy, we only provide the dates of employment and the final job title held by former employees. This information is provided as a matter of record and is not intended to serve as a character reference.

If you have any questions regarding this information, please contact the Human Resources Department at [Phone Number] or [Email Address].

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]