

[Agency Letterhead/Department Name]
[Agency Address]
[City, State, Zip Code]
[Phone Number]

[Date]

[Recipient Name or "To Whom It May Concern"]
[Recipient Company/Organization Name]
[Recipient Address]
[City, State, Zip Code]

Subject: Employment Verification for [Employee Full Name]

Dear [Recipient Name or Title],

This letter is to formally verify the employment of [Employee Full Name] with [Government Agency/Department Name].

Employment Details:

- **Current Job Title:** [Job Title]
- **Employment Status:** [Full-time / Part-time / Contract]
- **Employment Start Date:** [Start Date]
- **Current Salary/Grade:** [Salary Amount or GS Level]
- **Department:** [Specific Division or Bureau]

[Optional: If applicable, include end date if the employee is no longer with the agency].

This information is provided at the request of the employee for [Purpose of Verification, e.g., loan application, housing, or background check].

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

Sincerely,

[Signature]

[Printed Name of Authorized Official]
[Title of Authorized Official]
[Government Agency Name]