

[Company Header/Logo]

[Date]

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

[Recipient Address]

[City, State, Zip Code]

Subject: Employment Status Verification

Dear [Recipient Name],

This letter is to confirm the employment history of [Former Employee Name] with [Company Name].

Our records indicate the following information:

- **Employee Name:** [Former Employee Name]
- **Last Job Title:** [Job Title]
- **Employment Start Date:** [Start Date]
- **Employment End Date:** [End Date]
- **Final Salary/Hourly Rate:** [Amount] (Optional)

Please be advised that [Former Employee Name] is no longer employed by [Company Name] as of the end date listed above. This termination of employment is [permanent/contract completion].

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

Sincerely,

[Your Signature]

[Your Printed Name]

[Your Job Title]

[Company Name]