**Employment Verification Letter**

[Company Letterhead]

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| [Company Name] |  |
| [Company Address] |  |
| [Date] |  |
|  |  |

**Subject: Employment Verification for [Employee’s Full Name]**

To Whom It May Concern,

This letter serves as a confirmation of employment for [Employee’s Full Name], who has been employed at [Company Name] since [Start Date]. [Employee’s Name] currently holds the position of [Job Title] in the [Department Name] and is set to complete their employment on [Last Working Day] following their resignation.

During their tenure, [Employee’s Name] has been a dedicated and professional member of our team. While we regret their departure, we confirm their employment details for verification purposes by prospective employers.

Should you require further information, please do not hesitate to contact us at [HR Contact Information].

Sincerely,  
 [Your Name]  
 [Your Job Title]  
 [Company Name]



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| Version control: V1  Last reviewed date:  Reviewer: [Name and/or Title]  Next review date due:  By reviewer: [Name and/or Title] |

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