

(Company Name)

(Company Address)

Date:

Subject: Employment Verification Letter

To (Whom It May Concern),

This letter formally verifies the employment of (Employee's Full Name) with (Company Name), who has been associated with the organization since (Start Date). He/She is presently serving as (Job Title) within the (Department Name) and will conclude his/her tenure on (Last Working Day), subsequent to their resignation.

Throughout the service, (Employee's Name) has demonstrated professionalism and commitment, contributing positively to the team and organizational goals.

While we are sorry to see them leave, this correspondence is intended to authenticate their employment details for reference purposes.

For any additional information or clarification, please reach out to

our HR department at (HR Contact Information).

Sincerely,

(HR Representative's Name)

(HR Representative's Job Title)

(Phone Number)

(Email Address)