

Service End Verification

Date: [Insert Date]

To Whom It May Concern,

This letter serves to formally verify the completion of services provided by [Employee/Contractor's Name] at [Company Name]. The service period commenced on [Start Date] and concluded on [End Date].

During this time, [Employee/Contractor's Name] was responsible for the following duties:

- [Duty 1]
- [Duty 2]
- [Duty 3]

We appreciate the contribution made by [Employee/Contractor's Name] during their tenure with us. If you require any further information or verification, please do not hesitate to contact us at [Contact Information].

Sincerely,

[Your Name]
[Your Title]
[Company Name]
[Company Address]
[Phone Number]
[Email Address]