

Service Ending Verification

Date: [Insert Date]

To Whom It May Concern,

I am writing to verify the conclusion of service for [Employee's Name], who was employed with us from [Start Date] to [End Date].

During this period, [he/she/they] held the position of [Job Title] and contributed significantly to our team.

If you require any further information or assistance regarding [his/her/their] employment history, please feel free to contact me at [Your Phone Number] or [Your Email Address].

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Company Address]