Employment Verification Response Letter

To Whom It May Concern:

[Employee Name] was employed with [Company Name] from [hire date] to [term date]. The final position held was [job title] and final salary was [salary].

[Employee Name] [is/is not] eligible for rehire with our company.

Please note that [Company Name] has adopted a policy to release the standard information listed above for all reference requests. This is not intended to reflect negatively on this employee.

Sincerely,

Human Resources Representative