

# Verification of Employment Termination Letter

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**XYZ Corporation**  
**123 Business Ave.**  
**Metropolis, NY 10101**

**October 29, 2024**

**John Doe**  
**111 Employment St.**  
**Metropolis, NY 10102**

**Subject: Verification of Employment Termination for Jane Smith**

Dear Mr. Doe,

This letter serves to confirm that Jane Smith, formerly holding the position of Marketing Coordinator, is no longer employed with XYZ Corporation. Her employment was terminated as of October 15, 2024.

Please find below the details regarding Ms. Smith's employment and termination:

- **Employee Name:** Jane Smith
- **Employee ID:** 45678
- **Position Held:** Marketing Coordinator
- **Dates of Employment:** January 10, 2018, to October 15, 2024
- **Reason for Termination:** Due to company restructuring
- **Eligibility for Rehire:** No

Please note that this information is provided to assist in any necessary verification process and should be treated with confidentiality.

Should you require any further information, please do not hesitate to contact our HR department at [hr@xyzcorporation.com](mailto:hr@xyzcorporation.com) or (555) 123-4567.

Thank you for your attention to this matter.

**Sincerely,**

Alice Johnson

Human Resources Manager

XYZ Corporation

(555) 123-4567

[alice.johnson@xyzcorporation.com](mailto:alice.johnson@xyzcorporation.com)