



[Company Logo Delete or Replace]

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Verification letter for current employee template

Your company address
City, State, Zip

MM/DD/YYYY

Other company name
Company address
City, State, Zip

To Whom it may concern,

Please accept this letter as verification of [Employee's first name]'s employment with [your company name]

Employee Name:

Employment Dates:

Current Job Title:

Current Salary:

If you have any questions or need any additional information, please feel free to contact us at [phone number] or [email].

Sincerely,
[Your Signature, if required]

[Your Printed Name]

[Your Job Title]



[Company Logo Delete or Replace]

Verification letter for current employee sample

ABC Inc.
101 Main Street
Dallas, TX 75201

August 1, 20XX

XYZ Loan Company, LLC
444 First Ave.
Dallas, TX 75001

To Whom It May Concern,

Please accept this letter as verification of Samantha's employment with the ABC

Inc. **Employee Name:** Samantha Rice

Employment Dates: May 5, 20XX – Present

Current Job Title: Senior User Experience Researcher

Current Salary: \$140,000

If you have any questions or need any additional information, please feel free to contact us at 214-555-0101 or hr@abcinc.email.

Sincerely,
Richard Ramirez
Human Resources Manager
ABC Inc.



[Company Logo Delete or Replace]

Verification letter for past employee template

Your company address
City, State, Zip

MM/DD/YYYY

Other company name
Company address
City, State, Zip

Dear Mr. Smith,

This letter is to confirm that [employee name] was employed as a [title(s)] at [company name] from [date] to [date].

If you have any questions or need any additional information, please feel free to contact us at [phone number] or [email]..

Sincerely,
[*Your Signature, if required*]

[*Your Printed Name*]
[*Your Job Title*]

Verification letter for past employee sample

ABC Inc.
101 Main Street
Dallas, TX 75201

August 1, 20XX

XYZ Inc.
444 First Ave.
Dallas, TX 75001

Dear Mr. Smith,



[Company Logo Delete or Replace]

This letter is to confirm that Samantha Rice was employed as a Senior User Experience Researcher at ABC Inc. from May 5, 20XX to September 27, 20XX.

If you have any questions or need any additional information, please feel free to contact us at 214-555-0101 or hr@abcinc.email.

Sincerely,
Richard Ramirez
Human Resources Manager
ABC Inc.

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