**EMPLOYMENT VERIFICATION LETTER**

Employer’s Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

City: \_\_\_\_\_\_\_\_\_\_\_\_\_\_ State: \_\_\_\_\_\_\_\_

Zip: \_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, 20\_\_\_\_

**RE: Employment Verification for \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ [Employee’s Name]** To whom it may concern:

Please accept this letter as confirmation that \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ [Name of Employee] has been employed with \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ [Employer Name] since \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ [Employee Start Date].

Currently, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ [Name of Employee] holds the Title of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ and works on a ☐ Full-Time ☐ Part-Time basis of \_\_\_\_ hours per week while earning $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ that is payable on a(n) ☐ Hourly ☐ Daily ☐ Weekly ☐ Bi-weekly ☐ Monthly ☐ Quarterly ☐ Annual basis with ☐ No Bonus ☐ a Bonus of $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

If you have any questions or require further information, please don't hesitate to contact me at \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ [Employer Phone Number].

Sincerely yours,

**Signature** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Print Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Employer Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Page 1 of 1