



# EMPLOYMENT VERIFICATION LETTER

Employer Name: \_\_\_\_\_

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

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

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

**RE:** Verification of Employment for \_\_\_\_\_ [Name of Employee]

**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 \$\_\_\_\_\_ payable  Hourly  Daily  Weekly  Bi-weekly  Monthly  Quarterly  Annually and  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: \_\_\_\_\_

