

EMPLOYMENT VERIFICATION LETTER – Request from Employee to Company

[Insert Date]

Attn: _____

Re: Verification of Employment
Regarding _____ (“Employee”)

To Whom it May Concern:

This letter serves as a request to verify my current or former employment with _____ (the “Company”). Please send your confirmation of my employment to _____ [insert name and address or other contact information of the party to whom confirmation of employment is to be sent]. In your verification letter, please include the following information:

- My name
- My employment status with the Company (whether current or former employee)
- The dates of my employment with the Company
- My current or most recent job title
- Whether I am or was a full time or part time employee of the Company
- My hourly wage or annual salary, as applicable [strike-through, if inapplicable]
- The applicable pay period (whether weekly, bi-weekly, monthly, etc.) [strike-through, if inapplicable]
- Whether I am eligible for re-hire at the Company [strike-through, if inapplicable]

Thank you for your prompt attention to this matter. Please contact me if you would like more information. I can be reached at _____. Additionally, please contact me after you have completed this request, to confirm same.

Sincerely,

Name: _____
Title: _____

