

**EMPLOYMENT VERIFICATION LETTER**

[Insert Date]

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
Attn: \_\_\_\_\_

Re: Verification of Employment  
Regarding \_\_\_\_\_ (“Employee”)

To Whom it May Concern:

This letter serves as verification of employment regarding Employee. Employee is currently an employee of \_\_\_\_\_ [Name of Employer] (the “Company”). Employee began employment with the Company on \_\_\_\_\_. Employee’s current job title is \_\_\_\_\_, and Employee works for the Company on a  part time basis  full time basis. Employee works approximately \_\_\_\_ hours per week.

Employee is paid on an  hourly basis  salaried basis. Employee is paid on a  weekly basis  bi-weekly basis  monthly basis, and earns \$\_\_\_\_\_ per hour or \$\_\_\_\_\_ per year.

Please contact me if you would like more information. I can be reached at \_\_\_\_\_.

Sincerely,

Name: \_\_\_\_\_  
Title: \_\_\_\_\_

