

## **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:** \_\_\_\_\_

