

EMPLOYMENT VERIFICATION LETTER

Date : _____

Employer name: _____

Employer address: _____

RE: Verification of employment for _____

To whom it may concern:

Please accept this letter as confirmation that _____
(employee name)

has been employed with _____ since _____
(business name) (employee start date)

Currently, _____ holds the title of _____
(employee name) (employee title)

earns a salary of _____, payable _____, works on a _____
(salary amount) (monthly/biweekly/weekly) (full-time/part-time)

basis of _____ hours per week.

If you have any questions or require further information, please don't hesitate to contact me

at _____ .
employer phone number

Sincerely yours,

Employer name

Signature

Date