

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: _____