**EMPLOYMENT VERIFICATION LETTER**

[EMPLOYER'S NAME]  
[STREET ADDRESS 1]  
[STREET ADDRESS 2]  
[CITY, STATE]  
[ZIP CODE]

[DATE]

**RE: Employment Verification**

To whom it may concern:

Please accept this letter as confirmation that [EMPLOYEE'S NAME] has and is employed with us under the following details:

* Title: [POSITION]
* Type: ☐ Full-Time ☐ Part-Time basis of [#] hours per week
* Pay: $[AMOUNT] ☐ per Hour ☐ Salary (annual)
* Additional Terms: [DESCRIBE]

If you have any questions or require further information, please don’t hesitate to contact me at [EMPLOYER'S PHONE].

Sincerely,

[\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_](https://esign.com/)  
Print Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_