

Employee Verification Letter

Your Name: _____
Company Name: _____
Address: _____
City, State, Zip: _____

Date of Letter: _____

Recipient's Name: _____
Title: _____
Company Name: _____
Address: _____
City, State, Zip: _____

Re: Verification of Employment for _____ [Employee Name]

To Whom it May Concern,

Please accept this letter as confirmation that _____ [Employee Name] has been employed with _____ [Company Name] since ____/____/____. Currently, _____ [Employee Name]:

- Holds the title of _____ [Employee Title]
- Earns a salary of _____ [Employee's Salary], payable monthly bi-weekly weekly, with an annual bonus of _____ [Amount]
- Works on a part full time basis of _____ hours per week.

If you have any questions or require additional information, please give me a call at the above number.

Best Regards,

Signature
