



Employment Verification Letter Template

<Date>

Personal & Confidential

Re: Employment Verification for <Name>

To whom this may concern,

<Name> is employed as a <full-time/part-time> <permanent/contract> <job title> working <number> of hours per week. <He/She> began employment with us on <hire date>.

<Name> is compensated with an <annual salary/hourly wage> of <\$amount>. (If applicable, can also include bonus or commissions, etc.)

Should you require additional information or need to verify the information above, please don't hesitate to contact me at <contact info>.

Best regards,

NAME

TITLE