

# EMPLOYMENT VERIFICATION LETTER

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_, 20\_\_\_\_\_

## RE: Employment Verification

To whom it may concern:

Please accept this letter as confirmation that \_\_\_\_\_ has and is employed with us under the following details:

- Title: \_\_\_\_\_
- Type: ☐ Full-Time ☐ Part-Time basis of \_\_\_\_\_ hours per week
- Pay: \$ \_\_\_\_\_ ☐ per Hour ☐ Salary (annual)
- Additional Terms: \_\_\_\_\_

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

Sincerely,

\_\_\_\_\_  
Print Name: \_\_\_\_\_  
Title: \_\_\_\_\_