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 bi-weekly, with an annual bonus of [Amount]
* Works on a full time basis of forty hours per week.

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

Best Regards, [Sign here]

