

Verification of Employment

(Letterhead of Employer)

(Date)

(Name of Recipient)
(Title at Employer)
(Name of Company)
(Street Address, City, State, Zip Code)

Re: Verification of Employment for (Name of Employee)

To Whom It May Concern:

Please accept this letter as confirmation that (Name of Employee) has been employed with (Name of Employer) since (date). Currently, (Name of Employee) holds the title of (Name of Title) with our Company. He presently earns a salary of \$_____ per month, and works a schedule of forty (40) hours per week.

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

Best Regards,

(Signature of Officer)
(Printed Name and Title)