**NOTE: THIS LETTER IS TO BE COMPLETED ON EMPLOYER’S COMPANY LETTERHEAD**

Date:

Receiver Name  
Receiver Title (If Applicable)  
Receiver Company  
Receiver Address

Subject: Letter of Employment Verification

Dear:

Please accept this letter as confirmation that (Employee Name) has been employed with (Employer Name) since (Employee Start Date).

Currently, (Employee Name):

* holds the title of (employee title)
* earns a salary of (salary amount)
  + Payable (annually, monthly, bi-weekly, hourly)
  + Works on a (full-time/part-time) basis or (number of hours) per week
* Employee home address
* New hire personal phone number
* New hire personal email address

If you have any questions or require further information, please don’t hesitate to contact me at (Employer Phone Number).

Sincerely yours,

Employer Representation Name

Employer Representation Title