

SAMPLE EMPLOYMENT VERIFICATION LETTER

(For Applicant Guidance Only – Must Be On Employer Letterhead)

[Employer Letterhead Here]

Company Name

Street Address

City, State, Zip Code

Phone Number

Email (optional)

Date: [Month/Day/Year]

To Whom It May Concern:

This letter serves as verification of employment for **[Applicant's Full Legal Name]**.

Employee Name: [First, Middle, Last]

Position/Title: [Job Title]

Employment Start Date: [MM/DD/YYYY]

Employment End Date: [MM/DD/YYYY]

Employment Status: Currently employed as of [MM/DD/YYYY]

Employment Classification:

Full-Time

Part-Time

Average hours worked per week: _____

If additional information is required, please contact our office at the number listed above.

Sincerely,

Signature

[Name of HR Representative or Supervisor]

[Title]

[Direct Phone Number]

[Email Address]

IMPORTANT: Employment verification letters must be printed on official company letterhead and include all required information listed above. Documents missing required details will not be accepted.