

Employment Verification Letter

Employer Business Name: _____

Business Street Address: _____

City: _____

State: _____

Zip: _____

Business Telephone: _____

Business E-Mail: _____

RE: Verification of Employment for _____ [Employee]

Please accept this letter as confirmation that _____ [Employee]

has been employed with _____ [Employer] since

_____ [Start Date]. Currently, _____ [Employee]

holds the title of _____ and works on a Full-Time Part-Time

basis of approximately _____ hours per week.

Signature [Employer] _____

Print Name [Employer] _____

Employer Title: _____