EMPLOYMENT VERIFICATION LETTER

Employer: _____ Address: _____ Phone: _____

Date: _____

To: _____ (or "To Whom It May Concern") Company or agency: _____

Re: Verification of employment for _____ Reference (optional): _____

1. PURPOSE

I am writing on behalf of _____ to confirm the employment of _____. This letter is provided to support that person's [ ] loan or mortgage application [ ] rental application [ ] job application or background check [ ] government benefits or immigration application [ ] other: _____.

2. EMPLOYMENT

[ ] Current employee: employed since _____, currently holding the position of _____.

[ ] Former employee: employed from _____ through _____; last position: _____.

Department (optional): _____

The position is (or was) [ ] full-time [ ] part-time, usually about _____ hours per week (optional).

3. PAY (OPTIONAL, GROSS BEFORE TAXES AND DEDUCTIONS)

[ ] Annual base salary: _____ per year [ ] Hourly rate: _____ per hour

Paid: [ ] weekly [ ] every two weeks [ ] twice a month [ ] monthly

[ ] This letter does not include pay information.

4. RECORDS AND RELEASE

The information in this letter comes from the employer's employment records and is accurate as of the date of this letter. [ ] The employee has authorized the employer in writing to release this information. It confirms only the facts stated above and is not a reference or an evaluation of the employee's work. Please use it only for the purpose described above.

This general template is provided for informational purposes only and does not constitute legal advice. Requirements vary by state and locality; review current law and attach any disclosures or addenda your situation requires before signing. For a guided state-specific document, visit lawvault.org.

For a current employee: this letter is not an employment contract. It does not promise that employment will continue for any period or that pay will stay at any level.

If you need to confirm any of this information, please contact _____ at _____ or _____.

Sincerely,

SIGNATURES

Employer (name and title)

Signature: _____ Date: _____

Printed Name: _____

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