Employment Verification Letter

Print on company letterhead. Include only the items the employee has authorized in writing and the requester actually needs. Delete the optional lines you are not using. Keep a copy, the request and the employee's authorization in the employee file.

LETTER HEADER

[Company Legal Name]
[Street Address]
[City, State ZIP]
[HR Phone Number] | [HR Email Address]

[Date]

[Recipient Name]
[Recipient Organization]
[Recipient Address or Email]

Re: Verification of employment for [Employee Full Legal Name]

LETTER BODY: CURRENT EMPLOYEE

To whom it may concern,

This letter confirms that [Employee Full Legal Name] has been employed by [Company Legal Name] since [Start Date (Month Day, Year)]. [He/She/They] currently holds the position of [Job Title] in our [Department] department at our [City, State] location.

[Employee First Name] is employed on a [full-time / part-time / temporary / seasonal] basis and is classified as [exempt / non-exempt]. [His/Her/Their] regular schedule is [average number] hours per week.

[OPTIONAL, only with written authorization] [Employee First Name]'s current base pay is [$amount] per [hour / year], paid [weekly / biweekly / semimonthly / monthly]. [OPTIONAL] In [prior calendar year], [his/her/their] total gross earnings, including [overtime / bonuses / commissions], were [$amount].

[OPTIONAL] To our knowledge, there are no current plans to change [Employee First Name]'s employment status. This statement is not a guarantee of continued employment; employment with [Company Legal Name] is at will.

ALTERNATIVE BODY: FORMER EMPLOYEE

To whom it may concern,

This letter confirms that [Employee Full Legal Name] was employed by [Company Legal Name] from [Start Date] to [End Date]. [His/Her/Their] final position was [Job Title] in the [Department] department, on a [full-time / part-time] basis.

[OPTIONAL, only with written authorization] [His/Her/Their] final base pay was [$amount] per [hour / year].

[OPTIONAL, only if company policy allows and the former employee authorized it] [Employee First Name] is eligible for rehire.

CLOSING

This information is provided at the request of [Employee Full Legal Name], who has authorized its release, and is accurate as of the date of this letter based on our records. It is confidential and is provided only for the purpose of [mortgage application / rental application / loan / visa / benefits eligibility / other stated purpose].

If you need to confirm this letter, please contact our Human Resources department at [HR Phone Number] or [HR Email Address], quoting reference [Verification Reference Number]. Please contact us through the details on our website rather than any number provided by the applicant.

Sincerely,

[Signature]

[Authorized Signer Name]
[Title, e.g. HR Manager]
[Company Legal Name]

HR RECORD OF REQUEST (INTERNAL, DO NOT SEND)

Date request received

Requested by (employee or third party)

Requesting organization and purpose

Employee written authorization on file

☐ Yes ☐ No: verify dates and title only

Items released

☐ Dates and title only ☐ Dates, title and status ☐ Dates, title, status and pay

Pay data checked against payroll record by

Date letter sent

Sent to

☐ Employee ☐ Third party directly ☐ Both

Reference number

Prepared by

Date