

[Your firm name and logo]

[Company legal name]

[Street address, city, state, ZIP]

[HR phone] | [hr@company-domain]

[Date]

To: [Recipient name or organization]

Reference: [Loan, application or file number, if supplied]

Re: Verification of employment for [Employee full legal name]

To whom it may concern,

Confirmation

This letter confirms that [Employee full legal name] is employed by [Company legal name] as [Job title] in the [Department] department.

Dates and status

[Employee first name] has worked here since [Original hire date] and is currently employed [full time / part time / seasonal / on authorized leave], working about [hours] hours per week.

Pay (optional)

Current base pay is \$[amount] per [year / hour], paid [weekly / biweekly / semimonthly / monthly]. Gross earnings were \$[YTD amount] year to date through [date], and \$[prior-year amount] in [prior year], including \$[amount] in overtime, bonus or commission.

Former employee (optional)

[Employee full legal name] worked here from [Start date] to [End date]. The last position held was [Job title], at a final pay rate of \$[amount] per [year / hour].

Continued employment (optional)

[The company has no plan to end this employment. / The company does not comment on future employment.]

No guarantee (optional)

This letter confirms employment as of the date above and is not a guarantee of continued employment.

Purpose and consent

This information is provided at the employee's written request, dated [date of consent], for verification purposes only, and is accurate according to our payroll records on the date above.

Call-back

To confirm this letter, call [Signer name] at [direct phone] or our main HR line at [HR phone]. Please do not rely on a number given to you by anyone else.

Sincerely,

[Signer name]

[Title: HR manager / Payroll manager / Owner]

[Company legal name]