**PROOF OF EMPLOYMENT LETTER**

Employer Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

City: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ State: \_\_\_\_\_\_\_\_

Zip Code: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

subject: Verification of Employment for \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **[Name of Employee]**

To whom it may concern:

Please accept this letter as confirmation that \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **[Name of Employee]** has been employed with \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **[Employer Name]** since \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **[Employee Start Date].**

Currently, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **[Name of Employee]** holds the Title of \_\_\_\_\_\_\_\_\_\_\_\_\_\_and works on a

[ ]  Full-Time [ ]  Part-Time basis of \_\_\_\_ hours per week while earning $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ payable

[ ]  Hourly [ ]  Daily [ ]  Weekly [ ]  Bi-weekly [ ]  Monthly [ ]  Quarterly [ ]  Annually and [ ]  No Bonus [ ]  a Bonus of $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

If you have any questions or require further information, please don't hesitate to contact me at \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **[Employer Phone Number].**

Yours Sincerely,

**Signature**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Print Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Employer Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_