**[Employer name] [Employer address]**

**[Date of submission]**

RE: Employment verification for **[Employee name]**

Dear **[Recipient name],**

This letter is to verify the employment of **[Employee name]** as **[Job Title/Role]** within our organization. He/she started work on **[Employee start date]** and is **[current state of employment].**

**\*[If an employee still works at a company:] \***

**[Employee’s name]** current title is **[Job title]**. His/her responsibilities include **[List tasks and responsibilities for the role in question]**. (Where applicable,) his/her current salary (or rate of pay) is **$[Employee salary]** per **[work period].**

**[If an employee is no longer part of the organization:]**

**[Employee’s name]** worked at **[Company Name]** from **[Employee Start Date]** to **[Employee Date of Resignation or Termination]**. His/her title was **[Job Title],** and his/her primary responsibilities were **[List tasks and responsibilities for the role in question]**, and his/her rate of pay was **$[Employee salary] per [work period].**

If you have any questions or require more details on [Employee’s name]‘s employment details, please feel free to contact me at [Employer phone number] or at [Employer email address].

Sincerely,

[Employer signature] [Employer contact name (in print)]