Employment Verification Template

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
Job Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
Company Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
City, State Zip Code: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_

Name of Person Requesting Verification  
Job Title  
Company Name  
Address  
City, State Zip Code

Dear Mr. /Ms. Last Name,

This letter is to verify that (employee name) has been employed at (company name) since (start date).

If you require any additional information regarding (employee name), please feel free to contact me at (your phone number).

Sincerely,

(Handwritten Signature)

You’re Name