Employment Verification Letter

EMPLOYMENT VERIFICATION LETTER

[COMPANY NAME]
[COMPANY ADDRESS]
[PHONE] | [EMAIL]

[DATE]

To whom it may concern:

This letter confirms that [EMPLOYEE NAME] is employed by [COMPANY NAME] as follows:

Employment details

- **Job title:** [JOB TITLE]
- **Department:** [DEPARTMENT]
- **Employment type:** [FULL-TIME / PART-TIME]
- **Hire date:** [HIRE DATE]
- **Current status:** [ACTIVE / ON LEAVE]
- **Base compensation:** [SALARY OR HOURLY RATE, e.g. $75,000 annually] (disclosed with employee consent)
- **Pay frequency:** [e.g. Biweekly]

[OPTIONAL — include only with written employee consent: average overtime, bonus, or commission details.]

This letter is issued at the employee's request for [LOAN APPLICATION / RENTAL APPLICATION / OTHER PURPOSE]. Please direct any follow-up questions to the undersigned.

Sincerely,

[NAME], [TITLE]
[COMPANY NAME]
[PHONE] | [EMAIL]

Employee consent: I authorize release of the compensation information above.

Signature: _____ Date: _____

General template only — not legal advice. Have employment counsel review before use, especially for state-specific requirements. Downloaded from AskHrAI (https://askhrai.com/forms/employment-verification-letter).