

# EMPLOYMENT VERIFICATION LETTER

## RE: Employment Verification

To Whom It May Concern:

Please accept this letter as verification that \_\_\_\_\_ is employed with us under the following details:

- Title: \_\_\_\_\_
- Type:  Full-time  Part-time basis of \_\_\_\_\_ hours per week
- Pay: \$ \_\_\_\_\_  Hourly  Annual Salary
- Additional Terms: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

If you have any questions or require further information, please feel free to contact me at \_\_\_\_\_.

Sincerely,

\_\_\_\_\_

[printed name] \_\_\_\_\_

[title] \_\_\_\_\_

