

Sample employment letter

Date:

Re: Employment Verification for _____ (employee name)

To Whom it may concern,

Please accept this letter as confirmation that (employee name) is employed with (company name) since (start date) as a (full time / part time) (job title).

(Employee name) currently:

- Earns annual salary of \$_____ per year
- Earns bonus of \$_____ per year (if applicable)

Please feel free to call if you require any additional information.

(signature of employer representative)
(Employer's representative's name & title)

(direct phone number)

IMPORTANT NOTES:

- Make sure the letter is on company letterhead
- Make sure the letter is signed by the manager/superior with their direct contact phone number.
- If the employee is paid on an hourly basis, please make sure to put how many hours are guaranteed and the hourly rate.