[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)]