SAMPLE EMPLOYMENT VERIFICATION LETTER

(COMPANY NAME)

(COMPANY DEPARTMENT)

(COMPANY ADDRESS)

(COMPANY PHONE)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, \_\_\_\_ of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ of 20\_\_\_\_.

RE: Employment Verification

TO WHOM IT MAY CONCERN:

This letter is to inform that \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Name) is employed with \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Firm) full-time/part-time and on permanent basis. He/She has been working here for the past \_\_\_\_\_(number of months) and is not on a probationary basis.

Position Held: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Duties performed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Annual Salary Income: $\_\_\_\_\_\_\_\_\_\_\_\_

Number of working hours \_\_\_\_\_\_\_\_\_\_\_ every day/week/month.

We are pleased to inform you that \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (employee's name) is punctual, honest, precise, hard working, and a valuable asset to our organization.

Please feel free to contact our Human Resource Department at \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (phone #), if you need any further details.

I/we, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Chairman/CEO), state that the details provided above are true and correct to the best of my/our knowledge.

Sincerely,

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Chairman/CEO, Company's Name

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Human Resource Department, Company's Name