

[Company letterhead]

Date

Reference

Employment Verification

To whom it may concern,

This letter confirms that [Employee full name] has been employed by [Company name] as [Job title] since [Start date]. [He / She / They] currently work(s) [full-time / part-time] on a [permanent / fixed-term / contract] basis.

[Optional, with the employee’s written consent:] [Their] current [annual salary / hourly rate] is [amount].

If you need further information, please contact me at [email] or [phone].

Sincerely,

Name

Title

Signature