

Employment Verification Letter



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Created **Nov 13, 2024, 15:38**



Last updated **Nov 13, 2024, 15:38**

Employee Verification Letter Template

[Recipient Name]

[Recipient Title]

[Company Name]

[Address]

Dear [Recipient Name],

The purpose of this letter is to confirm that [Employee Name] is currently employed by [Company Name] since their [hire date] and they maintain the title of [Employee Title/Position]. I am sharing the following information on their behalf, with their permission, as you have requested:

- Full time employee, working hours: 9AM - 6PM
- Annual gross salary of \$[total annual salary] paid in [weekly, monthly] installments
- Up to [x percent] of this annual gross salary is eligible for an annual performance bonus.
- Standard benefits include:
 - Medical and dental insurance
 - [number of vacation days] days of annual paid time off
 - [number of sick days] days of sick leave
 - [more benefits]

If you have any further questions or concerns, please contact me at [phone number / email address].

Sincerely,

[Your Name]

[Your Title]

[Company Name]

[Address]