

VERIFICATION OF EMPLOYMENT

EMPLOYMENT VERIFICATION LETTER

(Your Name)
(Company Name)
(Address)
(City, State, Zip)
(Phone Number)

(Date of Letter)

(Recipient's Name)
(Title)
(Company Name)
(Address)
(City, State, Zip)

Re: Verification of Employment for (Employee Name)

To Whom It May Concern,

Please accept this letter as confirmation that (Employee Name) has been employed with (Company Name) since ____/____/____.

Currently, (Employee Name):

- Holds the title of (Employee Title)
- Earns a salary of (Employee's Salary), payable bi-weekly, with an annual bonus of (Amount)
- Works on a full-time basis of forty hours per week

If you have any questions or require additional information, please call me at the above number.

Best Regards,

Company Representative Name
Title

(Sign here)

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Title

(Sign here)

Sample Employment Verification Report

Guillaume Favre

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