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EMPLOYMENT VERIFICATION

proof of employment letter

DATE	EMPLOYEE NAME	JOB TITLE	START DATE	END DATE (OR CURRENT)

FULL-TIME / PART-TIME	USUAL HOURS PER WEEK	DEPARTMENT	WORK LOCATION

TO (REQUESTED BY)

Name _____

Organization _____

Address _____

Email _____

FROM (EMPLOYER)

Company _____

Address _____

Phone _____

Email _____

Dear _____

This letter confirms that the employee named above works for our company, or worked for us, in the job title shown. Employment began on the start date given in the box at the top of this letter. If the end date box reads "Current", the employee is still employed with us on the date of this letter.

The full-time or part-time status and the usual weekly hours shown above describe the position on the date of this letter or, for a former employee, on the last day of work. They are taken from our personnel records.

We are sending this letter at the employee's request. It confirms only the facts set out above. It does not include pay details or the reason for any change in employment, and it is not a promise of continued employment.

If you need to confirm that this letter is genuine, please call or email us using the contact details given above rather than any number printed elsewhere.

Sincerely,

Signature _____ Name and title _____ Date _____