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EMPLOYMENT VERIFICATION

letter with pay details

DATE	EMPLOYEE NAME	JOB TITLE	START DATE	FULL-TIME / PART-TIME

TO (REQUESTED BY)

Name

Organization

Address

Email

FROM (EMPLOYER)

Company

Address

HR contact

Phone / email

Dear

At the request of the employee named above, and with the signed authorization at the bottom of this letter, we confirm the employment and pay details below. The figures come from our payroll records as of the date shown.

Base pay rate

Pay frequency

Usual hours per week

Annual base pay

Year-to-date gross pay

YTD as of (pay date)

Bonus, overtime or commission

These figures describe past and current pay only. They are not a promise of future employment, future hours or future pay.

Sincerely,

Signature | Name and title | Date

Employee authorization to release pay information

I authorize my employer named above to give the person or organization named in this letter the employment and pay details shown above, for the purpose stated below. This consent covers this letter only.

Purpose of the request

Employee signature | Printed name | Date signed