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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 _____