

Company Employment Verification Letter Guide

What is an Employment Verification Letter?

An employment verification letter confirms an individual's current or past employment status, job title, and other details for a third party (such as lenders, landlords, or government agencies).

What to Include

- Company's official letterhead with contact details
- Date of issue
- Employee's full name
- Employment dates (start and, if applicable, end date)
- Current or last job title
- Employment status (full-time/part-time, permanent/contractual)
- Brief description of duties (optional)
- Employer's contact information & signature

Sample Employment Verification Letter

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[Company Letterhead]
Date: [Insert Date]
To Whom It May Concern,
This letter is to verify that [Employee Name] has been employed with
[Company Name] as a [Position Title] from [Start Date] to [End Date or
"Present"].
[He/She/They] is/was employed on a [full-time/part-time],
[permanent/contractual] basis.
If you require additional information, please contact us at [Contact
Information].
Sincerely,
[Your Name]
[Your Position/Title]
[Company Name]
[Phone Number]
[Email Address]
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Tips

- Always use company letterhead for authenticity.
- Ensure accuracy of employment dates and titles.
- Keep the letter concise and professional.