

Address Line 1

Address Line 2

Address Line 3

[Date]

Address Line 1

Address Line 2

Address Line 3

Dear [Name],

Thank you for your request for an employment verification letter regarding:

[Employee Name, DoB, Social Security Number]

I can confirm that the following information is true:

NAME OF COMPANY:

JOB TITLE:

DATE OF EMPLOYMENT:

CURRENT SALARY:

Many thanks,

[Your Name]

[Your Phone Number]

[Your Job Title]