

Sample Letter of Employment

[Date]

[Employer name]
[Employer address]

RE: Verification of employment for *[employee name]*

To whom it may concern:

Please accept this letter as confirmation that *[employee name]* has been employed with *[employee name]* since *[employee start date]*. Currently, *[employee name]*:

- holds the title of *[employee title]*
- earns a salary of *[salary amount]*, payable *[annually/monthly/weekly/daily/hourly]*, *[and a bonus of (bonus amount)]*
- works on a *[full-time/part-time]* basis of *[number of hours]* per week

If you have any questions or require further information, please don't hesitate to contact me at *[employer phone number]*.

Sincerely yours,

/s/

[Employer representative name]
[Employer title]