

EMPLOYMENT VERIFICATION LETTER

[NAME OF COMPANY]

[COMPANY'S FULL ADDRESS]

[CITY], [STATE] [ZIP CODE]

Phone: [COMPANY PHONE NUMBER]

Email: [GENERAL OR HR EMAIL ADDRESS]

[CITY], [STATE], on [FULL DATE]

[NAME OF RECIPIENT OR "TO WHOM IT MAY CONCERN"]

[RECIPIENT'S TITLE]

[NAME OF INSTITUTION / COMPANY / AGENCY]

[RECIPIENT'S FULL ADDRESS]

[CITY], [STATE] [ZIP CODE]

Dear [RECIPIENT'S NAME],

I, [FULL NAME OF SIGNER], in my capacity as [SIGNER'S TITLE: **manager, supervisor, Human Resources representative, etc.**] of [NAME OF COMPANY], hereby certify that Mr./Ms. [EMPLOYEE'S FULL NAME] is (or was) employed by our company.

Below is the corresponding employment information:

Employee's name: [EMPLOYEE'S FULL NAME]

Position or job title: [EMPLOYEE'S CURRENT POSITION]

Department/area: [DEPARTMENT OR AREA]

Employment start date: [START DATE]

Current employment status: [CURRENTLY EMPLOYED / EMPLOYMENT ENDED ON ...]

Type of employment: [FULL-TIME / PART-TIME]

Average hours per week: [APPROXIMATE NUMBER OF HOURS PER WEEK]

Regarding compensation:

Type of salary: [ANNUAL SALARY / HOURLY WAGE]

Annual salary amount (if applicable): [\$APPROXIMATE ANNUAL AMOUNT]

or, as applicable,

Hourly wage: [\$AMOUNT PER HOUR]

Estimated annual earnings (if you wish to include): [\$ESTIMATED ANNUAL EARNINGS]

This letter is issued at the request of the employee for the purpose of [DESCRIBE PURPOSE: **supporting an immigration process before USCIS, applying for a loan, verifying income for residential lease, etc.**]. As of the date of this letter, [EMPLOYEE'S NAME] [IS CURRENTLY EMPLOYED AND WE ARE NOT AWARE OF ANY IMMINENT CHANGES TO HIS/HER EMPLOYMENT STATUS / IS NO LONGER EMPLOYED BY THE COMPANY AS OF THE DATE INDICATED ABOVE].

In our experience, [EMPLOYEE'S NAME] has performed as a [BRIEF OPTIONAL DESCRIPTION: responsible, punctual, committed, etc.] employee, fulfilling the duties corresponding to his/her position.

If you require additional information or wish to verify any of the details provided herein, please do not hesitate to contact me at [SIGNER'S DIRECT PHONE NUMBER] or by email at [SIGNER'S EMAIL ADDRESS] during business hours [HOURS OF AVAILABILITY].

Sincerely,

Signature: [FULL NAME OF SIGNER]

Title: [SIGNER'S TITLE]

Company: [NAME OF COMPANY]

Phone: [SIGNER'S OR HR PHONE NUMBER]

Email: [SIGNER'S OR HR EMAIL ADDRESS]