**Employment Verification Letter**

[Company Name]

[Company Department]

[Company Address]

[Company Phone]

[MM/DD/YYYY]

**Request: Employment Verification**

To Whom It May Concern:

This letter is to inform that \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **(Name)** is employed with \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **(Firm)** full-time/part-time and on permanent basis. He / She have been working here for the past \_\_\_\_\_ **(number of months)** and is not on a probationary basis.

Position Held: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Duties performed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Annual Salary Income: $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Number of working hours \_\_\_\_\_\_\_\_\_\_\_ every day/week/month.

We are pleased to inform you that \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (employee's name) is punctual, honest, precise, hardworking, and a valuable asset to our organization.

Please feel free to contact our Human Resource Department at \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **(phone number)**, if you need any further details.

I/we, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **(Chairman/CEO)**, state that the details provided above are true and correct to the best of my/our knowledge.

Sincerely,

Chairman/CEO, Company’s Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Human Resource Department, Company’s Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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