

EMPLOYMENT VERIFICATION LETTER

Employer Name: _____ Employer Address: _____

To Whom It May Concern,

This letter serves as verification of employment for the individual named below. The information provided herein is accurate and verified to the best of the employer's knowledge. This verification is provided upon the employee's request and for legitimate purposes only.

Employee Information:

Full Name: _____

Job Title/Position: _____

Employment Status (Full-time, Part-time, etc.): _____

Date of Hire: _____

Work Location: _____

Verification Details:

The employee named above is currently employed with us. They perform their duties in a satisfactory manner and adhere to company policies and regulations. This letter does not constitute a contract of employment and is provided for verification purposes only.

Compensation (Optional):

Current Salary: _____ USD

Payment Frequency (e.g., Weekly, Bi-Weekly, Monthly): _____

Confidentiality

This letter is confidential and intended solely for the use of the individual or entity to whom it is addressed. Any unauthorized review, use, disclosure, or distribution is prohibited.

Governing Law

This verification letter shall be governed by and construed in accordance with the laws of the United States of America.

Limitation of Liability

The employer makes no warranties or representations beyond the information contained herein and shall not be liable for any damages arising from the use of this letter.

Signature and Authorization

This letter is issued upon the request of the employee and is signed by an authorized representative of the employer.

EMPLOYER REPRESENTATIVE SIGNATURE

EMPLOYEE SIGNATURE

Signature: _____

Signature: _____

Original source of this document:

<https://letterdocs-us.com/employment-verification-letter/>

Did you find this template helpful?

Find more updated templates at:

<https://letterdocs-us.com/>

[View more templates](#)

This template is intended exclusively for personal, non-commercial use.
If distributed or published, the source must be mentioned.

This template is provided for guidance only and does not constitute legal advice.
It is recommended to consult a legal professional for each specific case.