[*Post your job*](https://employers.indeed.com/p/post-job?hl=en&co=US) *on Indeed or find more templates and samples in the* [*Employer Resource Library*](https://ca.indeed.com/hire/resources)*.*

## **Employment verification letter template**

[Date]

[Company name]  
[Location]

To [Individual requesting the letter]

This letter verifies [employee name]’s employment at [company name].

Below are additional details regarding their employment:

Dates of employment: [start date] – [end date]  
Job title: [name of position]  
Salary: [current salary before taxes]

Please contact me at [email] or [phone number] with any additional questions.

Sincerely,

[Your name]  
[Your job title]

## **Example employment verification letters**

Here are some examples of employment verification documents you can use as a guide in your workplace:

### **Sample letter for a current employee**

July 16, 2021

Red Acre Woodworks  
Newmarket, Ontario

To Ms. Davis,

This letter is official verification of Micah Ramsey’s employment at Red Acre Woodworks.

Below are additional details regarding their employment:

Dates of employment: June 2015 – Present  
Job title: Carpenter  
Salary: $72,000

If you need any supplementary details, contact me at vrivera@e-mail.com or 555-555-5555 for more information.

Sincerely,

Vivien Rivera  
Human Resources Manager

### **Sample letter for a former employee**

November 1, 2021

Serenity Day Spa  
Calgary, Alberta

To Whom It May Concern,

Please accept this letter as confirmation of Tate Richardson’s employment with Serenity Day Spa as a licensed massage therapist from January 2017 to December 2019. If you have questions about their employment, you can email me at ncarlson@e-mail.com or call 555-555-5555.

Best,

Nathan Carlson  
HR Generalist

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