



[Company Logo Delete or Replace]

[Post your job](#) on Indeed or find more templates and samples in the [Employer Resource Library](#).

---

## 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:



[Company Logo Delete or Replace]

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](mailto: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](mailto:ncarlson@e-mail.com) or call 555-555-5555.

Best,

Nathan Carlson

HR Generalist

---

*Indeed provides this information as a courtesy to users of this site. Please note that we are not your recruiting or legal advisor, we are not responsible for the content of your job descriptions, and none of the information provided herein guarantees performance. This is a legal disclosure and is **not** part of the following template.*