

EMPLOYMENT VERIFICATION LETTER

To Whom It May Concern:

This letter is to verify the employment of the individual named below based upon our official records and in compliance with applicable United States laws.

Employee Information:

Full Name: _____
Job Title/Position: _____
Employment Status: _____
Department: _____
Supervisor Name: _____

Employment Details:

Date of Hire: _____
Type of Employment: _____
Salary/Hourly Wage: _____ USD
Work Schedule: _____

Company Information:

Company Name: _____
Company Address: _____
Phone Number: _____

Purpose of Verification

This letter is issued upon the request of the employee for the purpose of verifying employment. It is not a contract of employment and does not confer any rights or obligations beyond those expressly stated herein.

Employment Terms

The employee is currently employed in the stated position. Employment is subject to the policies and procedures of the Company and applicable federal and state laws. Nothing in this letter constitutes a guarantee of continued employment.

Confidentiality and Use

This letter is confidential and intended solely for the use of the recipient. Any reproduction, distribution, or unauthorized use of this letter or its contents is strictly prohibited.

Legal Compliance

This verification letter complies with applicable United States federal and state laws including, but not limited to, the Fair Credit Reporting Act (FCRA), Equal Employment Opportunity Commission guidelines, and other relevant statutes.

Disclaimer

The Company makes no representations or warranties regarding the accuracy or completeness of this verification beyond the information provided herein and is not liable for any damages arising from the use or misuse of this letter.

Contact for Verification

For any questions or additional verification, please contact the Human Resources department at the phone number provided above during normal business hours.

Authorized Signature

Date

Name and Title

MM/DD/YYYY

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