**EMPLOYMENT VERIFICATION LETTER**

**INSTRUCTIONS**

**Instructions**

1. Delete this first page of instructions before using your template
2. Fields [in brackets] are placeholders for your information. Please replace this for your use case.
3. This template is provided “as is.” Please consult your own legal counsel before use.

**Zenefits Disclaimer**

This template is provided to assist you in developing your company’s HR document library and should be customized to meet your company’s needs. While we strive to provide useful general information Zenefits does not—and cannot—provide legal advice specific to your company and your situation. If you have specific legal questions or concerns, we encourage you to discuss them with your legal advisor. Zenefits provides this template as-is, without any warranties, and without establishing any client relationship or other obligations to you or your company.

 **Please remove this instructional page before use**

**EMPLOYMENT VERIFICATION**

[Company Logo]

[Current Date]

Re: Employment Verification for [Employee Name]

To Whom It May Concern:

This letter is to certify that [Full Name] [is/was] an employee at [Company Name] and [is/was] working as a full-time [Job Title] since [Start Date] to [Term Date]. [His/Her] gross salary [is/was] $[Amount] per annum.

If you have any questions regarding [Mr./Ms.] [Last Name]’s employment, please contact our office at [HR phone number].

Sincerely,

[Signature of authorizing person]

[Name of authorizing person]

[Title of authorizing person]