

Employment Verification Letter

Instructions: Fill in the text fields below to complete the employment verification letter. Once filled, you can print this page directly from your browser.

Date:

MM/DD/YYYY

Employer Details

Company Name:

Company Name

Company Address:

Street Address, City, State

Contact Phone:

Employer Phone Number

Contact Email:

Employer Email Address

Recipient Details

Landlord or Property Manager Name:

Landlord/Property Manager

Property/Rental Address:

Rental Property Address,

Subject: Employment Verification for Applicant / Employee Full

Dear Landlord or Property Manager,

This letter is to officially confirm that Applicant / Employee Full is employed with Company Name.

They began their employment with us on Employment Start Date and currently hold the position of Job Title / Position. Their employment status is Full-time / Part-time / Contract.

In this position, they earn a gross income of \$Income Amount per Year / Month / Hour.

We consider them to be an employee in good standing. If you require any additional information or verification, please do not hesitate to contact me at Phone Number or Email Address.

Sincerely,

Signature (Sign here after)

Signature of Employer Representative

Representative Name

Printed Name

Representative Title

Job Title / Position

Company Name

Company Name