

Verification of Employment Companion



What is a Verification of Employment Letter?

A Verification of Employment Letter is a document used by an employee to confirm his/her employment with an organization and/or firm. It is also known as a Letter for Proof of Employment.

What is the purpose of a Verification of Employment Letter?

A Verification of Employment Letter is used to confirm current or past employment with an organization, as well as indicate an hourly rate of pay or annual salary.

Why do I need a Verification of Employment Letter?

Employees or other institutions may request a Verification of Employment Letter for proof of employment income (i.e. mortgages, loan applications, leases, etc.).

How do I complete a Verification of Employment Letter?

To complete a Verification of Employment letter, ensure that the following information is included:

- Company name
- Current date
- Employee full name
- Date of hire
- Date of termination (if applicable)
- Employee title
- Employee work status (i.e. full-time, part-time, seasonal, etc.)
- Hourly rate of pay or annual salary
- Your contact information
- Your full name
- Your title