**Employer XYX**

**Address**

**City, State, Zip**

**Phone**

**Email**

**DATE:**

**RE:** EMPLOYEE NAME EMPLOYMENT VERIFICATION

**Dear:** AGENCY

EMPLOYEE NAME **has been employed as a** FULL TIME/PART TIME **employee by our company since** HIRE DATE.

HE/SHE **currently works as a** JOB TITLE.

HIS/HER **regular schedule includes** XX **hours per week**.

HIS/HER **rate of pay is** XX **per** DAY/WEEK/MONTH/YEAR.

**Please contact me directly if you have any questions.**

**Thank you,**

BUSINESS OWNER AGENT NAME

SIGNATURE

PHONE or EMAIL ADDRESS

# **Articles You Might Find Useful**

1. [Federal Labor Laws Every Small Business Should Know](http://www.fitsmallbusiness.com/l.php?type=Email&link=/federal-labor-laws/&name=Employment+Verification+Letter+Templates&utm_source=Employment+Verification+Letter+Templates&utm_medium=email&utm_content=Employment+Verification+Letter+Templates&utm_campaign=Template)
2. [Best Background Check Companies for Employers](http://www.fitsmallbusiness.com/l.php?type=Email&link=/best-background-check-companies/&name=Employment+Verification+Letter+Templates&utm_source=Employment+Verification+Letter+Templates&utm_medium=email&utm_content=Employment+Verification+Letter+Templates&utm_campaign=Template)
3. [Personnel File – What it Should Contain](http://www.fitsmallbusiness.com/l.php?type=Email&link=/personnel-file/&name=Employment+Verification+Letter+Templates&utm_source=Employment+Verification+Letter+Templates&utm_medium=email&utm_content=Employment+Verification+Letter+Templates&utm_campaign=Template)

# **An Easier Way to Verify Employment**

If you’re using an HR/payroll vendor like Gusto, you may not need to verify employment via letter. For example, when financing a home purchase, a bank may request proof of income. That can be provided by printing YTD payroll information from your payroll system.

Don’t have it yet? [Start a free trial of Gusto](https://app.fitsmallbusiness.com/goto/gusto-main-employ-verf-only/) to get this feature and your first month of payroll is free.

[**Visit Gusto**](https://app.fitsmallbusiness.com/goto/gusto-main-employ-verf-only/)

