**Employment Verification Letter - What, Why, Example, and More.**

Being a Human Resource Manager and handling the HR needs on behalf of a company, you might occasionally have got requests from employees asking for their proof of employment to a third party. Right?

The best way to handle this request is by issuing an employment verification letter to the employee. However, what is an employment verification letter? Read further to know more.

**What is an Employment Verification Letter?**

An employee verification letter is a letter written by a current or past employer verifying that the employee is working or has worked in the organization. The letter request may come from the employee, the prospective landlord, government agencies, collection agencies, prospective employers, or any mortgage lenders.

The ask for verification may include dates of employment, whether the employee is continuing the employment or can be rehired, salary, etc. In case the employee is reprimanded, the employer may ask for the reason for the reprimand.

**What To Include in the Employment Verification Letter?**

An employment verification letter can be divided into the following sections:

**1. Employer Contact Information**

The current employer should include the details of the company’s mailing address, email address, and phone number so that the future employer can contact them if necessary.

**2. Employee Information**

This section of the letter contains the verification that the employee worked in the organization for the specified time duration. It should include the date when the employer joined the organization and also the date when he/she left the organization.

**3. Details of the Employment**

Here, the employer can describe the details of the employee’s roles in the company. It provides the details of the position that the employee held in the organization, the responsibilities he/she performed, any award achieved during the course of employment, compensation (salary, bonuses, etc.), and the type of employment.

**4. Signature and Stamp**

At the bottom, the letter should necessarily contain the signature and stamp of the previous/current organization. A signature and stamp are necessary in order to prove that the letter has come from the organization and is an official document.

**Why Do Employees Need an Employment Verification Letter?**

Employees typically request an employment verification letter for one of four reasons:

* They're asking for a home loan or an auto loan, and the lender wants to make sure the employee has a stable job with enough income to support monthly payments before granting the loan.
* They're looking to rent a home, and the property management business wants to know if they can afford the deposit, rent, upkeep, and other charges that come with it.
* They desire a loan payment decrease or postponement, and the bank requires proof of current income before deciding whether or not to grant their request.
* They're applying for a job with another company, and the company wants to double-check their information as part of the hiring process.

While the employee does not need to explain why they are requesting an employment verification letter, they must specify which pieces of information the other party requires as well as their contact information such as address and the preferred method of delivery).

An employment verification letter is also named as proof of employment letter, income verification letter, employment confirmation letter, salary verification letter, and work verification letter.

**Employment Verification Letter Format**

| **DATE**  **To Whomsoever It May Concern:**  This is to certify that **“Employee Name & Employee ID”** was employed with us from **“Date of Joining” to “Date of Leaving”** and her last designation was **“Last Designation”**. In this position, she worked 40 hours per week and her last drawn annual salary was (Last Drawn Salary) (Salary in Words)  In this position, she completed the following duties,  Ø Major Roles & Responsibilities  If you have any questions, please feel free to contact the undersigned at **Authorized Person, Number & Email ID**  Yours truly,  **COMPANY NAME**  **YOUR NAME**  **DESIGNATION** |
| --- |

**Employment Verification Letter Example**

| **23rd July 2020**  **To Whomsoever It May Concern:**  This is to certify that **Ruchil Patel - ART010122** was employed with us from **1st April 2017 to 22nd July 2020** and his last designation was **SEO Executive**. In this position, he worked 40 hours per week and his last drawn annual salary was **Four Lakhs Per Annum**.  In this position, he completed the following duties,  Ø On-site and off-site analysis of web competition.  Ø Use of Google Analytics to maintain performance reports regularly  Ø Creating SEO Optimized Content  Ø Keyword Research and Optimizing Content  Ø Keeping himself updated with developments in SEM  If you have any questions, please feel free to contact the undersigned at Niharika Patel**, 9192XXXXXX & hr@abcsolutions.com**  Yours truly,  **ABC Solutions Pvt. Ltd.**  **Niharika Patel**  **HR Manager** |
| --- |

**Conclusion**

When you're in charge of a team of employees, one of the many responsibilities you'll have to complete is writing an employment verification letter. Could you use some assistance in that area? Get the well-written and latest formats of employment verification letters ready on the leading **HRMS Software India**. As a member, you'll get access to all the HR Letters such as termination letters, recognition letters, promotion letters, relieving letters, application letters, and more.

Ultimate Business Systems is not only the **HRMS Software**, but also the Payroll Management System, Project Management System, and Chat. In all, we are an all-in-one **HRMS Software** that helps you streamline your business operations and keep up with the fast pace business.

**Meta Description -** Handle the employee requests asking for employment verification letters with the up-to-date formats on India’s Best HRMS Software. Click here to edit the document live.

**Format 1**

| (Date of letter)  To whom it may concern:  By this letter, I certify that [full name of authorized user], employee, is an active and current employee of [name of organization] as of [date]. The authorized user details are as follows:  First Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Middle Initial: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Last Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Email Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  By signing this letter, I attest that I am authorized by [name of organization] to certify the identity and employment status of the authorized user referenced herein. Sincerely,  [Signature of authorized party]  First Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Middle Initial: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Last Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Email Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| --- |

**Format 2**

| Name  Job Title  Company Name  Address  City, State Zip Code  Date  Name of Person Requesting Verification  Job Title  Company Name  Address  City, State Zip Code  Dear Mr./Ms. Last Name,  This letter is to verify that [employee name] has been employed at [company name] since [start date].  If you require any additional information regarding [employee name], please feel free to contact me at [your phone number].  Sincerely,  [Handwritten Signature]  Your Name |
| --- |

**Format 3**

| From  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Date: \_\_\_\_\_\_\_\_\_\_  To  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Dear \_\_\_\_\_\_\_\_\_\_,  This letter is to certify income and employment for \_\_\_\_\_\_\_\_\_\_. He/She has been employed at \_\_\_\_\_\_\_\_\_\_ [Company] and holds the title of \_\_\_\_\_\_\_\_\_\_. He/She has been an employee with \_\_\_\_\_\_\_\_\_\_ [Company] since \_\_\_\_\_\_\_\_\_\_. The company is located at \_\_\_\_\_\_\_\_\_\_, \_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_. His/her current salary is \_\_\_\_\_\_\_\_\_\_ paid ☐ yearly ☐ monthly ☐ weekly ☐ bi-weekly ☐ hourly ( ☐ with an additional annual bonus of $\_\_\_\_\_\_\_\_\_\_).  The following supporting document(s) are enclosed as proof of income: (Check all that apply)  ☐ Pay stub  ☐ Wage and tax statement (W-2)  ☐ Tax return (1040)  ☐ Social security proof of income letter  ☐ Workers compensation letter  ☐ Bank statements  All of the information provided is correct to the best of my knowledge.  If you have any questions regarding the information provided, please don’t hesitate to contact me at \_\_\_\_\_\_\_\_\_\_ [Phone number] or \_\_\_\_\_\_\_\_\_\_ [Email].  Sincerely,  Name: \_\_\_\_\_\_\_\_\_\_  Title: \_\_\_\_\_\_\_\_\_\_ |
| --- |