[COMPANY LETTERHEAD]

Employment verification letter. Fill in the Details sheet; this page writes itself. Print or save as PDF, sign, and send it to the address the employee gave you.

Sample Company LLC

100 Main St, Springfield, IL 62701

November 23, 2026

To whom it may concern

Re: Employment verification for Jordan Smith

This letter confirms that Jordan Smith has been employed by Sample Company LLC since March 15, 2021.

Jordan Smith's current job title is Warehouse Supervisor, a full-time position scheduled for 40 hours per week.

With the employee's written authorization dated November 20, 2026, we confirm a current pay rate of $24.50 per hour.

This letter is provided at the employee's request. It confirms the facts above as of the date of this letter and is not a promise of continued employment.

If you have questions, please contact Alex Rivera, Human Resources Manager, at (555) 010-0100 · hr@example.com.

Sincerely,

_____

Alex Rivera

Human Resources Manager

Sample Company LLC

Employer note (delete before sending): a verification letter states facts from your records only. Send it to the address the employee gave you. Lenders may use their own form, such as Fannie Mae Form 1005, which the employee signs to authorize the request.

AUTHORIZATION TO RELEASE EMPLOYMENT INFORMATION

Example wording for the employee to sign before you confirm pay or send the letter to a third party. Not legal advice: have it reviewed for your state.

I, _____, authorize Sample Company LLC to confirm the following information about my employment:

[ ] Dates of employment, job title and whether I am currently employed

[ ] Full-time or part-time status and scheduled hours

[ ] My current (or final) rate of pay or salary

To (name and address of the lender, landlord, agency or employer):
_____

For the purpose of: _____

This authorization applies to one request and expires 90 days after the date I sign it. I may revoke it in writing before the information is released. A copy of this authorization is as valid as the original.

Employee signature: _____ Date: _____

Printed name: _____ Employee ID or last four digits of SSN: _____

Example wording, not legal advice. Pay is confirmed only when the employee checks that box. Keep the signed authorization with the copy of the letter. The 90-day limit and the single request are example choices; set your own.

DETAILS FOR THE LETTER (KEEP ON FILE)

Yellow cells feed the letter. Pay appears only if you answer Y and enter the date of the employee's written authorization.

Company legal name	Sample Company LLC
Company address	100 Main St, Springfield, IL 62701
Date of the letter	11/23/2026
Addressed to (lender, landlord, agency or 'To whom it may concern')	To whom it may concern
Employee full name	Jordan Smith
Job title (current or last)	Warehouse Supervisor
Start date	03/15/2021
End date (leave empty if still employed)	
Position type (full-time, part-time, seasonal, temporary)	full-time
Scheduled hours per week	40
Include pay? (Y only with written authorization)	Y
Date of the employee's written authorization	11/20/2026
Pay rate	$24.50
Pay basis (hour, week, month, year)	hour
Signer name	Alex Rivera
Signer title	Human Resources Manager
Signer phone or email	(555) 010-0100 · hr@example.com
Main duties (immigration letters: a specific description; leave empty otherwise)	