

# Letter of Verification of Employment Sample

A letter of verification can be used to verify an employee's employment. They are commonly used when applying for a bank loan or trying to rent an apartment. They are informal, simple, and straight to the point. They usually include the duration of time the employee has been employed in their current position. For example:

William G. Pritchard

336 Washington Avenue  
Jackson, MS 39213

Dear Mr. Pritchard,

I am writing to verify that Mark Stevens is currently employed, as of July 16th, 2009, at Bumble Egg Farms, in Long Branch, New York.

He has been working with us since November 24th, 2008. His responsibilities include taking inventory and handling wholesale orders. He has been a reliable worker and has never caused any issues that compromised his position.