

SAMPLE LETTER TEMPLATE

This template is to be used as a guide for your previous employer(s) when they write your employment verification letter, this is **not** a form to be filled in.

Below is a list of required information that must be included in each letter. If any of the required information is missing, you will need to contact your previous employer(s) for revisions prior to submitting it to the Human Resources Office.

Required Information:

1. The letter must be written on the employer's letterhead, which bears the employer's name, address, and phone number.
 2. Employee's title (work must be directly related to Peralta assignment)
 3. Dates worked
 4. Full-Time or Part-Time
 - a. If part-time, indicate full-time equivalent load for part-time employment (e.g. 50% of full-time or 0.50 FTE)
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To whom it may concern,

This will verify that (NAME) is/was employed as (JOB TITLE) beginning (MONTH, DAY, YEAR) and ending (MONTH, DAY, YEAR) on a (FULL-TIME/PART-TIME) basis. (If part-time, their employment consisted of (percent %) of full-time).

(Signature)

(Title)

(Firm)

(Date)
