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letter? There are several reasons why you may need verification of your employment status. Employees may need these letters for landlords or financial institutions if they are trying to rent or purchase a home. They're also sometimes necessary for insurance reasons or to confirm that an individual worked at a company during the dates given on a resume or job application. The good news is that employment verification letters are usually fairly simple documents, and easy to write or obtain. If you need to request or write a letter, reviewing templates and examples can help you get started. An employment verification letter is written by a current or past employer to confirm that an employee or former employee worked at the organization. The request may come from the employee, government agencies, prospective landlords, mortgage lenders, prospective employers, or collection agencies. The request may include verification of dates of employment, salary, and whether the employee is expected to continue employment or is eligible to be rehired. If the employee has been terminated, the requestor may ask for the reason for termination. If you are requesting an employment verification letter from a current or former employer, it's important to ask for the letter in a professional way. First, check with your Human Resources (HR) department. The company may have a policy regarding the release of information, and you may need to give permission for your employment history to be released to a third party. Often, your HR contact will compose the letter for you or provide you with a template to give to your manager. You can also ask your manager or supervisor directly. Be sure to provide them with all the information they need to write the letter, including who to address the letter to and exactly what details need to be included. If you need to write an employment verification letter for someone, it's important to make sure that your letter provides the correct information and adheres to an appropriate format. Follow business letter format. Use standard business letter format when writing your letter. Include your contact information at the top, the date, and the recipient's contact information (if you have it). Be sure to include a salutation at the beginning and a handwritten signature at the end. Keep it concise. Employment verification letters should not be lengthy. Do not add any information beyond what the employee asks. For example, do not provide an evaluation of the employee's work. Include all requested information. Most employment verification letters include the person's name, their department in the company (sometimes you need to include their specific job title), and the amount of time they have been employed. Check with your employee if any additional information needs to be shared. For example, some letters include the person's salary, how often they are paid (weekly, bi-weekly, etc.), and how many hours a week they work. However, do not include these extra details unless requested. Provide your contact information. At the end of the letter, offer to answer any additional questions. Provide a form of contact for the recipient, such as your phone number or email. Edit and proofread before you send. This letter is likely very important to your employee or former employee—their housing, future employment, or insurance may depend on it. Take the time to make this letter as professional as possible. Read through the letter for any errors before you send it. It is a good idea to review letter examples before writing an employment verification letter. Along with helping with your layout, examples can help you see what kind of content you should include in your document (such as dates of employment). You should tailor a letter to fit the particular employee you are writing the letter for, and the information they ask you to include. NameJob TitleCompany NameAddressCity, State Zip CodeDateName of Person Requesting VerificationJob TitleCompany NameAddressCity, State Zip CodeDear 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 Shawna EastonDirector of AccountingGMC Associates17 Chestnut Street, Ste. 200Portland, ME 04101April 18, 2022John DolanSenior Vice PresidentDolan Industries, Inc.43 Oak Street, 2nd FloorPortland, ME 04101Dear Mr. Dolan,This letter is to verify that Seneca Williams has been employed at GMC Associates for the past three years in our Accounting Department. She began work on April 1, 2019.If you require any additional information, please feel free to contact me at 555-111-1212.Sincerely,(Handwritten Signature)Shawna EastonDirector of AccountingGMC AssociatesJanice MontgomeryHuman Resources ManagerMartin & Martin Incorporated100 Main Street, Ste. 100Spokane, WA 99201April 20, 2022Julia SanchezManagerArcher Studios34 Otis Drive, Ste. 500Spokane, WA 99201Dear Ms. Sanchez,This letter is to verify that Robert Smith was employed at Martin & Martin, Incorporated from January 3, 2018 to March 1, 2021.If you require any additional information regarding Robert Smith, please feel free to contact me at 555-765-4321.Sincerely,(Handwritten Signature)Janice Montgomery Many organizations have guidelines about what should be included in employment verification letters. They may even specify that all letters must go through HR.When writing a verification letter, use business letter format. This will ensure that your letter is appropriate and professional, as well as easy to read.Whether you're requesting a letter or writing one for an employee, find out what information to include, e.g., dates of employment and job title.

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