**Employee Verification Letter**

Date: (Insert Date)

Re: Verification of Employment for [Employee Name]   
  
To Whom it May Concern,   
  
Please accept this letter as confirmation that [Employee Name] is currently employed with [Company Name].   
  
[Employee Name] is an Essential Worker and works outside the home.

[Employee Name]’s occupation is \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

{Employee Name} works an average of \_\_\_\_\_\_\_\_hours per week.

{Employee Name} gross income is \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Yearly\_\_\_\_\_ Weekly\_\_\_\_\_ Bi-Weekly \_\_\_\_\_ Bi-Monthly\_\_\_\_\_

If you have any questions or require additional information, please give me a call at the above number. 

Best regards, 

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Employer Date

*Please email this letter to: or fax to*