

I'm not robot  reCAPTCHA

[Continue](#)

Employment verification form template

Photo: Colleen Tigue © The Balance 2019 Do you need to write or request a verification letter? Employees may need these letters for owners or financial institutions if they try to rent or buy a house. They are also sometimes necessary for insurance reasons or to confirm that a person has worked for the company on the dates specified in the resume or job application. The good news is that employment verification lists are usually fairly simple documents and therefore easy to write or obtain. If you want to request or write a letter, viewing templates and examples can help you get started. If you are requesting an employment verification letter from your current or former employer, it is important to request the letter in a professional manner. First, check in to the Human Resources (HR) department. The Company may have a policy regarding the sharing of information and you may need to give your consent to share your employment history with a third party. Often your HR contact will compile a letter for you or provide you with a template that will pass on to your manager. You can also contact your supervisor or supervisor directly. Offer a template or sample letter as a guide. Be sure to provide them with all the information they need to write the letter, including the people to whom you need to address the letter and exactly what details you need to provide. If you want to write a job verification letter for someone, it's important to make sure that your letter contains the correct information and matches the correct format. You won't help the recipient by taking a less than professional note. Follow the business letter format. Use the standard work letter format when writing a letter. Provide contact information at the top, date, and contact information for the recipient (if any). Be sure to include a greeting at the beginning and a handwritten signature at the end. Keep concise. Employment verification lists should not be long. Don't add any information other than what the employee is asking for – for example, don't provide an employee's work assessment. Provide all required information. Most verification letters include a person's name, department in the company (sometimes you need to give them a specific professional title), and the time they were hired. Contact the employee if you need to provide additional information. For example, some letters contain a person's salary, are often paid (weekly, twice a week, etc.) and how many hours per week they work. However, do not provide these additional details unless required. Enter your contact details. At the end of the letter, suggest answering any additional questions. Provide the recipient with a contact form, such as a phone number or email address. Edit and correct before sending. This letter is probably very important for your employee or former employee – from him depend on their housing, future employment or insurance. Insurance, time to make this letter as professional as possible. Read the letter about any errors. Before you write a job verification letter, it's a good idea to review the examples of letters. In addition to layout assistance, examples can help you see what kind of content you need to include in your document (e.g. employment dates). You must customize the letter to the specific employee for whom you are writing the letter and the information you are requesting. Examples, templates, and tips are a great starting point in the list, but you should always be flexible. NameJob TitleCompany NameAddressCity, State ZipDateName of Person Requesting VerificationJob TitleCompany NameAddressCity, State Zip CodeDear Mr./Ms. Last Name,This letter is intended to verify that (employee name) has been employed in (company name) since (start date). If you need more information about (employee name), please contact me at (your phone number). With respect(Handwritten Signature)Your name is Shawna EastonDirector of AccountingGMC Associates17 Chestnut Street, Ste. 200Portland, ME September 1, 2019John DolanSenior Vice PresidentDolan Industries, Inc.43 Oak Street, 2nd FloorPortland, ME 04101Dear Mr. Dolan, This letter is intended to verify that Seneca Williams has been employed by GMC Associates for the past three years in our Accounting Department. She started work on August 1, 2017.If you need further information, please contact us at 555-111-1212.Respectfully,(Handwritten Caption)Shawna EastonDirector of AccountingGMC Associates Janice MontgomeryHuman Resources ManagerMartin & Martin Incorporated100 Main Street, Ste. 100Spokane, WA July 9920111 July 2019Julia SanchezManagerArcher Studios34 Otis Drive, Ste. 500Spokane, WA 99201Dear Ms Sanchez,This letter aims to verify that whether Bob Smith was employed by Martin & Martin Incorporated from January 3, 2016 to March 1, 2019 require additional information regarding Bob, please contact me at 555-765-4321.Sincerely,(Handwritten Signature)Janice Montgomery Research Company Policy: Many organizations have guidelines on what should be included in employment verification lists. They can even specify that all letters must go through HR. Use business letter format: This will ensure that your letter is suitable and professional, as well as easy to read. Learn what to include: Whether you're asking for a letter or writing a letter for an employee, learn what information you need to provide, such as employment dates and position. Whether you are an employer who accepts a new employee, a private doctor who is visiting, or the owner of an online store that verifies your purchase, you must confirm the relevant information to the appropriate persons. When you send confirmation letters, customers trust you more because they have confirmed their use, order or payment. When online forms are submitted, users know that their information has been received. Co Co is there a way to automatically turn upload data into letters confirming customers can browse whenever they want? With JotForm, you can configure forms to instantly send confirmation letters as PDFs that recipients can access on any device. All you have to do is choose from our collection of PDF templates confirmation lists and customize the template to match your existing form. Using the JotForm PDF Editor, you can easily change the template layout, modify form fields, or add a company logo to give the letter a more personalized touch. Once you've obtained a confirmation letter template that best reflects your business, you can set up an email with PDF attachments enabled. Now that someone fills out the forms online, JotForm will immediately email their submitted information back to them as pdf files that you have designed. You won't even have to lift your finger to assure your customers that they are in good hands. If you are a boss or employer, proof of employment, also known as an employment verification letter, is a form of formal correspondence. The purpose of the letter or form is to check whether the employee works there, how much he earns and other information usually required by the potential creditor. When writing a letter to verify employment, you need to be aware of the possible impact on the employee's well-being. A mortgage, credit card, or even college loan may be on the line. So, even if you are a small company, you need to be properly prepared to write a clear, professional letter. We have several employment verification letter templates, as well as sample lists and employment verification forms, which you can download on this page yourself. Learning to write a good business letter is a must for executives and managers in every industry. Good communication is what helps you stand out from the crowd. So let's take your time, read some of the sample employment verification letters at the bottom of this page and start brainstorming. It's a great idea to download one of our free employment verification templates to have at hand when the opportunity arises. We also have many other templates on this site that you will find very useful for business purposes. Employment verification letter templates The verification letter should be treated as professionally as any other business correspondence, even if it appears to benefit only the employee. Your employee expects you to take these kinds of requests seriously and there is usually an urgent need as they try to take credit in some form. If you write a shoddy, incomplete letter full of spelling errors, the verification letter will actually reflect quite poorly on your business at all. Don't slow down when it comes to writing letters like these. Be a professional and remember that at the back of your head your company may need to work with this financial entity. Employment verification is often required when a person applies for similar purposes for which a person needs his or her income and work data verified. As an employer or manager, you should use an employment verification letter to explain who you are and provide a true explanation of your employee's responsibilities. On request, you must verify the employee's first work date with you, time and income. Like all important business lists, the final product should be printed on professional letterhead. Make sure you provide your position, phone extension, and other contact information so that the recipient of the letter knows how to contact you if you have any additional questions. Do not manually return to the envelope. Instead, print on a label or directly on still letterhead that fits letterhead. Guidance for managers writing employment verification listsNormally, employment verification lists will be written by the manager on behalf of employees. Typically, an employee will address you in person or send you an email asking them to write this letter for them. Do not fire and let the employee write a letter for signature; your reputation is compromised by the community. You will want to be accurate and specific. Always write a letter on behalf of an employee so that you can control the message. When writing proof of employment, you will want to take into account the recipients, as well as the employee for whom you write it. You can use the formal business tone when dealing with banks and other financiers. However, if you write a letter to verify employment because the employee moves to another job, you can leave your finances out of the picture and instead focus on the details of your daily business tasks. Consider the purpose and scope of the letter, and you will be able to create clear and professional communication to meet the needs of your application. Having a good proof of a letter of employment form at hand for these occasions can help meet the needs of your employees. Keep the letters on one page and you will finally be able to get time for this task up to five or ten minutes. Your employees will appreciate your speed and you will appreciate the fast process of writing formal letters like these. Proof of Employment Letters & Forms If you work for a government or nonprofit, you may notice that you have a regular need to qualify people for services. Many nonprofits help people who earn a certain income below the federal poverty line. Service seekers will fill out this form. Employment verification forms should collect information on a person's professional situation. Ask about hours, pay or hourly wages and other benefits that can be considered income, such as a transport grant. The form should only ask questions that are legal. The upside of this type of template is that you can collect all the information in an organized You can take from these forms and enter them in a database where you can also gain statistical insights. The form omits bias and provides only facts about the person you verify the information with. This helps people who provide housing or health insurance to low-income residents get the information they need to decide on a single issue. Make sure you're familiar with your city's privacy laws. If it is illegal to ask for information about gender, sexual orientation, religion, or other private information, it is your responsibility to know and make sure that you do not ask for that information. The templates used should be easy to read, clean and well organized. We have several free employment verification templates on this site from which you can choose. Employment verificationIf you are one of the lucky employees with a lazy boss, you may find yourself tasked with writing your own employment verification letter. This is a big responsibility and you should choose your words wisely. If you try to exaggerate your income or inflate your responsibilities, your manager may not feel like signing up for it. The letter will have to be written in the first person in your boss's voice. This means that it should be, at a minimum, professionally formulated and accurate. Write your own letter, but leave bragging. Stick to the facts as you write the letter. The letter should explain who your boss is and that they manage you. It should be clear that the letter was written to help verify this information. Judge how many hours you work weekly and weekly or monthly home income. You must also provide any information about your duties, position, and any other benefits you may receive as an employee. Make sure you end up with a polite greeting, such as Best or Respectful. Enter your boss's contact information and let the recipient know they can call or email them with any questions. When auditing potential employees, use the employment verification form