

Sample Employment Verification Letter

Please prepare this letter on company letterhead and have your manager or Human Resources sign the letter.

Date

Department of Homeland Security
U.S. Citizenship and Immigration Services

Re: Mr./Ms. _____

Dear Sir/Madam:

We present this letter to confirm our offer of full-time, regular employment to the above-named employee in the position of {complete job title} at our offices in {complete city, state}.

Mr./Ms. _____ is currently earning an annual salary of \$_____.

Very truly yours,

Name
Title