

Employment verification letter

Confirms that someone works for you, and on what basis. Most often requested for a rental application, a loan or a visa — so it needs to be accurate and it needs to be limited to facts you can stand behind.

Before you send this

- Confirm the employee has asked for it, and what the recipient actually needs. A landlord and a lender want different things.
- State facts only — employment status, start date, position, and pay if the employee has asked you to include it.
- Do not include an opinion about performance or conduct. This is not a reference.
- Do not disclose salary to a third party without the employee's consent.
- For a casual, describe the arrangement honestly rather than implying guaranteed hours.

Letter template

EMPLOYEE NAME

DATE

To whom it may concern

This letter confirms the employment details of the person named above.

POSITION / JOB TITLE

EMPLOYMENT TYPE (FULL-TIME, PART-TIME, CASUAL, FIXED TERM)

EMPLOYMENT START DATE

ORDINARY HOURS PER WEEK (OR "VARIES" FOR CASUAL)

CURRENT RATE OF PAY OR ANNUAL SALARY (INCLUDE ONLY WITH EMPLOYEE CONSENT)

The employee remains employed with us as at the date of this letter.

If employment has ended, replace the sentence above with the end date and remove any reference to current pay.

Please contact the undersigned if you require any further information.

Signature

SIGNED

NAME AND POSITION

DATE

This template is general information for Australian employers, not legal advice. Employment obligations depend on the applicable modern award or agreement, the employment contract and the circumstances. Confirm anything you are unsure of with Fair Work or a workplace relations adviser.