

## SAMPLE EMPLOYMENT VERIFICATION LETTER FOR PERM

### Instructions for obtaining an employment verification letter

1. Letter should be typed on company letterhead.
2. Letter must be dated.
3. Letter must be signed and that person's title must be listed.
4. Letter must include the dates employed.
5. Letter must indicate the number of hours per week worked.
6. Letter must describe current job duties for position; be as detailed as possible.

## SAMPLE EMPLOYMENT VERIFICATION LETTER (Please have printed on company letterhead)

**[date]**

To whom it may concern:

**[First name] [last name]** worked for **[company]** at **[worksite location address]** as an **[position]** from **[start date]** to **[finish date]**. During this period, I supervised **[First Name] [Last name]** in my capacity as **[title]**.

This is a full time job and **[First Name] [Last name]** worked 40 hours per week. The experience was progressively responsible, in that **[First Name] [Last name]** was accorded greater responsibility and authority over assigned duties during the duration of their tenure with our company, and that responsibility expanded over time. In that capacity, **[First Name] [Last name]** engaged in the following duties:

***[Please input the duties you performed in the job in this paragraph. If you held various positions with the company, please describe each role here.]***

In this position, **[First Name] [Last name]** gained at least **[#]** year(s) of experience in each of the following:

- 1) ***[Insert special requirements here.]***

Please do not hesitate to contact the undersigned if you have any questions.

Sincerely,

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**[name]**  
**[title]**

**[address]** ← per USCIS requirements, must include address of signatory or letterhead must include company address  
**[phone number]**