

# VERIFICATION OF CURRENT EMPLOYMENT LETTER TEMPLATE

Try Smartsheet for FREE

Complete the fillable letter template on page 2.

**RE: Verifying Current Employment of**

Dear

The purpose of this letter is to confirm that  
is currently employed by  
since the hire date of  
and currently holds the title of

I am authorized to release of the following information on their behalf to satisfy the requirements of  
your request:

If you have any further questions or concerns, please contact me at:

Sincerely,

## **DISCLAIMER**

Any articles, templates, or information provided by Smartsheet on the website are for reference only. While we strive to keep the information up to date and correct, we make no representations or warranties of any kind, express or implied, about the completeness, accuracy, reliability, suitability, or availability with respect to the website or the information, articles, templates, or related graphics contained on the website. Any reliance you place on such information is therefore strictly at your own risk.