SAMPLE WORK VERIFICATION LETTER

*****ONLY FOR NEW HIRE AT EMPLOYMENT OR PAID IN CASH*****

Letter must be on COMPANY'S LETTERHEAD/LOGO or attach a BUSINESS CARD OR COMPANY STAMP

Today's Date

Workforce Solutions Texoma
Attn: Child Care Services
2415 S. Austin Ave., #105
Denison TX 75020

Dear Child Care Services,

As of July 1, 2008 John Doe was hired at ABC Company, he works Monday – Friday, 8 a.m. to 5 p.m., he is paid $8.00 an hour and is paid on a bi-weekly basis.

Thank you,

(Signature of employer)

Jane Smith
Manager ABC Company
903-555-1212

The letter must cover the following:

1. **Date of Hire**
2. **Work Schedule and hours per week**
3. **Rate of Pay (per hour, per month)**
4. **Pay Frequency (weekly, bi-weekly, semi-monthly, monthly)**
5. **If paid in cash, must state this in the letter**
6. ****ONLY IF PAID IN CASH** Need details for 4 most recent pay periods – pay date, number of hours worked, gross wages earned**
7. **Signature & phone number of employer**