

Date: \_\_\_\_\_

To Whom It May Concern,

This letter is to verify the employment of the following individual for the purpose of apartment rental:

**Employee Name:** \_\_\_\_\_

**Current Position:** \_\_\_\_\_

**Start Date:** \_\_\_\_\_

**Employment Status:** (Full-Time / Part-Time / Temporary)

**Current Annual Salary:** \_\_\_\_\_

Please note that this information is provided at the request of the employee for the sole purpose of verifying their employment and income as part of the apartment rental process.

If you require additional information, please feel free to contact us at the details below.

Sincerely,

\_\_\_\_\_  
Name

Title

Company Name

Company Address

Phone Number

Email Address