

## How To Write An Employer Letter

The intent of an employer letter is to provide information about the years, hours and scope of the trade during which an employee worked for you. Verification of the hours and years, as well as attesting to the tasks performed by your employee in their trade is critical to our assessment.

### Step 1

**Include your name, address, phone number, etc. on company letterhead.**

### Step 2

**Include specific dates of employment.**

In your letter include the start and end dates your employee worked in their trade while in your employ. For example:

“This letter is to confirm that \_\_\_\_\_ was employed from \_\_\_\_\_ to \_\_\_\_\_ for a total of \_\_\_\_\_ hours.”

### Step 3

**Include a detailed list of tasks performed by your employee during this period of time.**

In your letter include a detailed list of the tasks your employee performed in their trade during the time they worked for you. For example:

“This letter is to confirm that \_\_\_\_\_ has been employed with \_\_\_\_\_ from \_\_\_\_\_ to \_\_\_\_\_ for a total of \_\_\_\_\_ hours.”

“ \_\_\_\_\_ performed the following tasks while in our employ:”

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I can verify that \_\_\_\_\_ is competent in the above mentioned tasks.

### Step 4

**Sign and date your letter and include your working title.**