

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.

(Please have printed on company letterhead)

[date]

To whom it may concern:

[Alien's name] worked for **[company]** at **[worksite location address]** as an **[position]** from **[start date]** to **[finish date]**. This is a full time job and **[she/he]** worked 40 hours per week. The experience was progressively responsible, in that **[she/he]** was accorded greater responsibility and authority over assigned duties during the duration of **[his/her]** tenure with our company, and that responsibility expanded over time. In that capacity, **[she/he]** 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. Please make sure that the description of your daily duties includes any and all of the special requirements that have been incorporated into your PERM draft job description.]

In this position, **[Alien's name]** gained experience with **[insert special requirements here.]**

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

Sincerely,

[name]

[title]

[phone number]