

# CURRENT EMPLOYMENT VERIFICATION LETTER

Print out this form and hand to, or send PDF to your current employer via email. Please have your current employer complete, sign, and date the form, then mail or email it to Dancing Coyote Farm using the contact information given below.

Employer: Please print clearly. Thank you.

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

Rental Applicant's Name: \_\_\_\_\_

Dear Human Resources Department,

We have received a Rental Application from an Individual who has identified your Company as his / her current Employer.

We would like to ask for your cooperation by verifying his / her current employment at your Company.

Please answer the brief questions below, and return this information to us as soon as possible.

1. The Individual named above is employed:  Currently  No Longer  Never
2. Date of Hire: \_\_\_\_\_
3. Job Title: \_\_\_\_\_
4. Individual works:  Full Time  Part Time  Temporary Employee  Contract Employee
5. Typical/Average number of hours worked per week: \_\_\_\_\_
6. Total Annual Salary: \$ \_\_\_\_\_  
Paid by:  Hourly Pay  Weekly Pay  Bi-Weekly Pay  Commission Based  Other  
If Other, please explain: \_\_\_\_\_
7. Average amount [if applicable] of Bonuses: \$ \_\_\_\_\_ / Commissions: \$ \_\_\_\_\_  
 Monthly  Quarterly  Semi-Annually  Annually  Other  
If Other, please explain: \_\_\_\_\_
8. Manager / Supervisor Name: \_\_\_\_\_
9. Manager / Supervisor Title: \_\_\_\_\_
10. Manager / Supervisor Department: \_\_\_\_\_
11. Manager / Supervisor Phone [including area code]: ( \_\_\_\_\_ ) \_\_\_\_\_ ext. \_\_\_\_\_
12. Manager / Supervisor Email: \_\_\_\_\_
13. Manager / Date: \_\_\_\_\_

Thank you very much for your assistance in this matter.

Please mail the completed form to: The Odells, Dancing Coyote Farm, PO Box 278, Acton, CA 93510 — OR — scan to make a PDF, attach PDF to an email, and send to: dancingcoyotefarm@gmail.com.

Sincerely,



The Odells  
dancingcoyotefarm@gmail.com