Dear Employer:

Please complete this letter on your company letterhead and email to: [childcarerockland@gmail.com](mailto:childcarerockland@gmail.com)

Thank you,

*Vicki Caramante*, Executive Director, Child Care Resources of Rockland

**EMPLOYEE VERIFICATION LETTER**

[Your Name]  
[Company Name]  
[Address]  
[City, State, Zip]  
[Date of Letter]

[Recipient’s Name]  
[Title]  
[Company Name]  
[Address]  
[City, State, Zip]

Re: Verification of Employment for [Employee Name]

To Whom it May Concern,

Please accept this letter as confirmation that [Employee Name] is currently employed with [Company Name].

[Employee Name] is an Essential Worker and works outside the home.

If you have any questions or require additional information, please give me a call at the following phone number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Best regards,

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Employer Date