

About the Document

owner	HR
access & use	Restricted to HR
what it is	A letter script used to confirm employment, typically when requested by an employee for the purposes of entering into a personal financing or rental agreement.
who uses it	HR modifies the letter for the employee.

Working with the Script

- ◆ Gray shaded form fields are input placeholders. To replace the text in these form fields, click **ONCE** on the field and type your new content.
- ◆ If required, you can copy and paste to add additional sections to the script. The script provided is an example only. Modify as needed.

Instructions

1. Save a copy of this letter script template. Include the employee's name in the file name.
2. Modify the script as appropriate for the employee.
3. Complete the letter:
 - a. Delete the content that is not needed – these instructions, the table above, and the document headings.
 - b. Insert the appropriate Company letterhead and footer components.- or -
 - Copy and paste the completed letter onto Company letterhead.
4. Print and sign the letter. Use caution and discretion when printing.
5. Depending on the employee's request, do one of the following:
 - Provide the employee with the original printed and signed letter.

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This template is included in the ConnectsUs HR™ Toolkits.



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