

February 26, 2026

Dear \_\_\_\_\_ :

You notified us that you have accepted a job offer and will soon begin employment.  
Congratulations!

You will need to verify your employment with a signed employer statement or hire letter on company letterhead which must contain the following information.

- Employer name
- Job title/position
- Start date
- Rate of pay per hour
- Anticipated number of hours per week
- Pay schedule and
- Anticipated first pay date

If your employer does not have company letterhead, a new hire letter is included on the back of your letter.

If you or your employer have any questions, please feel free to contact us at 315-376-5800.  
Please return the employer statement to your Employment & Training Specialist.

Sincerely,

Lewis County Employment & Training

## Employer Statement/New Hire Letter

**Employee Name:** \_\_\_\_\_

**Employer Name:** \_\_\_\_\_

**Job Title/Position:** \_\_\_\_\_

**Start Date:** \_\_\_\_\_

**Regular Hourly Rate of Pay:** \$ \_\_\_\_\_

- **Notate if there is a different rate for training** \$ \_\_\_\_\_

**Anticipated number of hours per week:** \_\_\_\_\_

- **Actual work schedule:** \_\_\_\_\_

**Pay schedule:** \_\_\_\_\_

**Anticipated First Pay Date:** \_\_\_\_\_

**HR Contact & Phone Number:** \_\_\_\_\_

**Employer Signature:** \_\_\_\_\_

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