

Employment Verification Statement

Date: _____

To Whom It May Concern,

This letter is to verify the employment of the individual whose details are stated below:

Employee Information

Name: _____

Employee ID: _____

Designation/Title: _____

Department: _____

Employment Details

Date of Joining: _____

Employment Status: (Full-Time / Part-Time / Contract)

Current Salary: _____

Work Location: _____

Employer Information

Company Name: _____

Company Address: _____

Contact Number: _____

Email: _____

This statement is provided at the request of the employee for the purpose of employment verification. If you need further information, please contact us at the details provided above.

Authorized Signatory

Date: _____

Company Seal / Stamp

Important Notes

- This document should be issued on official company letterhead.
- Ensure all details are accurate and up to date before issuing.
- Only authorized personnel should sign the statement.
- The document may be used for visa, loan, or background check processes.
- Unauthorized alteration or misuse of this document is prohibited.