

# 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.

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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.