

# Government of [Country/State/City]

## Standard Employment Verification Statement

[Department/Ministry/Office Name]

[Official Address]

[Contact Number] | [Email Address]

Date: [DD/MM/YYYY]

### **To Whom It May Concern,**

This is to formally certify that:

Full Name of Employee: [Employee's Full Name]

Employee ID / Personnel No.: [Employee ID]

Designation / Position: [Job Title / Position]

Department/Division: [Department/Division]

Nature of Employment: [Permanent / Contract / Temporary]

Date of Joining: [Date of Joining]

Current Status: [Currently Employed / End Date if Past]

The above-named employee is/was engaged with our office as stated. This verification is issued upon request of the concerned individual for the purpose of [specify purpose, e.g., visa application, loan, etc.].

This statement is issued without any liability to the issuing authority and for official use only.

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### **[Name of Authorized Official]**

[Designation/Title]

[Department/Office]

### **Important Notes:**

- This document is for verification purposes only and does not serve as a contract of employment.
- Alteration or misuse of this certificate is strictly prohibited and may be subject to penalties.
- Requests for further information or verification can be made to the contact details provided above.
- This statement is issued exclusively by authorized government personnel.