

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.

[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.