

Date: \_\_\_\_\_  
To Whom It May Concern,

**Re: Non-Employment Confirmation Letter**

This is to formally confirm that Mr./Ms. \_\_\_\_\_ (Full Name), holder of \_\_\_\_\_ (ID/Passport Number), is presently **not employed** with our company, nor has he/she held any position with us to date.

This letter has been issued upon the request of the aforementioned individual for whatever purpose it may serve.

Should you need further information, please do not hesitate to contact us.

Sincerely,

\_\_\_\_\_  
Authorized Signatory  
Company Name: \_\_\_\_\_  
Position: \_\_\_\_\_  
Contact: \_\_\_\_\_

**Important Notes on Non-Employment Letters:**

- This letter should only be issued if the individual truly has no employment history with your company.
- Ensure all personal details are accurate to avoid potential disputes.
- Retain a copy of the letter for company records.
- This document is usually required for visa, banking, or official verification purposes.