

VERIFICATION OF EMPLOYMENT LETTER

To Whom It May Concern:

This letter is to verify the employment status of the individual named below. This verification is provided upon the request of the employee for the purpose of confirming their current employment with our company.

Employee Information:

Full Name: _____
Employee ID / Number: _____
Job Title / Position: _____
Department: _____
Employment Status (Full-Time/Part-Time/Temporary): _____
Date of Hire: _____

Employer Information:

Company Name: _____
Employer Identification Number (EIN): _____
Address: _____
Phone: _____ Email: _____

Verification Details:

The employee named above is currently employed with the company in the capacity stated. Their employment is in good standing and they are considered an active employee. This letter is issued for the sole purpose of employment verification and does not constitute a guarantee of continued employment.

Income and Compensation:

The employee's compensation details are confidential and are not disclosed in this verification letter unless expressly authorized in writing by the employee. For specific income verification, please contact the Human Resources or Payroll department directly.

Authorized Contact:

Name: _____
Title: _____
Phone: _____ Email: _____

Disclaimer:

This Verification of Employment Letter is provided in good faith and represents accurate information as of the date of issuance. The company makes no other representations or warranties and disclaims any liability for any use or misuse of this letter by third parties.

Signature:

Authorized Signature

Employee Acknowledgment

Signature: _____

Signature: _____

Print Name: _____

Print Name: _____

Title: _____

Date: _____

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