**EMPLOYMENT VERIFICATION LETTER**

Ref No. [[Format of the Reference No.]]

Date: [[Date]]

[Company Logo]

[Current Date]

Re: Employment Verification for [Employee Name]

To Whom It May Concern:

This letter is to certify that [Full Name] [is/was] an employee at [Company Name] and [is/was] working as a full-time [Job Title] since [Start Date] to [Term Date]. [His/Her] gross salary [is/was] [Amount] per annum.

If you have any questions regarding [Mr./Ms.] [Last Name]’s employment, please contact our office at [HR phone number].

Sincerely,

[COMPETENT AUTHORITY]

[[NAME Email: Identity | Signature]]

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\*\*[[Name | Uppercase]]\*\*

[[Address]]

[[Contact]]