

PROOF OF EMPLOYMENT LETTER

Employer: _____ Employee: _____

To Whom It May Concern:

This letter is to certify that the individual named above is currently employed by the Employer stated herein. The following details provide an overview of the employment status and terms.

Employee Details:

Full Legal Name: _____

Position / Job Title: _____

Department: _____

Employment Status (Full-Time/Part-Time/Contract): _____

Work Location / Site: _____

Employment Terms:

Date of Hire: _____

Current Salary / Hourly Rate: _____ USD

Pay Frequency (Weekly/Biweekly/Monthly): _____

Supervisor / Manager: _____

Purpose of Letter:

This letter serves as official verification of employment for the individual named above and may be used for employment, credit, or other lawful purposes as requested by the employee. This document is issued without any guarantee of future employment or changes to employment conditions.

Employer Contact Information:

Company Name: _____

Address: _____

Phone Number: _____

Email: _____

Legal Compliance and Confidentiality:

This letter is provided in accordance with applicable United States laws and regulations. It contains confidential information intended solely for the use of the recipient and may not be disclosed or used for any unauthorized purpose. The employer affirms that the information herein is true and accurate to the best of its knowledge and belief.

Authorized Signature:

Name: _____ Title: _____

Signature: _____

Date Issued: _____

EMPLOYER'S AUTHORIZED SIGNATURE

EMPLOYEE ACKNOWLEDGEMENT

Signature: _____

Signature: _____

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