

STATEMENT OF SERVICE LETTER

To Whom It May Concern:

This letter serves as a formal Statement of Service for the individual named below. The purpose of this document is to confirm the employment and service details, including position held, duration of service, and duties performed. This statement is issued upon request and is intended for use in official and legal matters.

Employee Information:

Full Name: _____

Employee Identification Number: _____

Department/Unit: _____

Position/Title: _____

Supervisor: _____

Service Period and Details:

Duration of Service (From - To): _____

Employment Status (e.g., Full-time, Part-time, Contract): _____

Primary Duties and Responsibilities:

Verification and Certification:

This is to certify that the above information is true and correct to the best of our knowledge. This Statement of Service is issued without any liability on the part of the issuer or the employer, and is intended solely for the use of the individual named herein or authorized recipients.

Authorized Signature: _____

Printed Name: _____

Title/Position: _____

Company/Organization: _____

Contact Information: _____

Date of Issuance: _____

ISSUER'S SIGNATURE

EMPLOYEE'S ACKNOWLEDGEMENT

Signature: _____

Signature: _____

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