Employment verification letter

Logo

Reference no. | Date | Place

Employer

Company name

Full address

Company registration number

Telephone | E-mail address

Employee

Full name

Date and place of birth

Employee's address

We confirm that the person named above holds or has held the position described below at our company.

Employment

Job title | Department or site

Start date | End date

Type of contract

☐ Permanent ☐ Fixed term ☐ Internship or apprenticeship ☐ Other

☐ Still employed on the date of this letter ☐ Has left the company

Working time | Gross monthly pay

This letter is issued for the following use

This letter is issued at the employee's request for whatever purpose it may lawfully serve.

Stamp or seal

Signature

Name in full

Signatory's position