

EMPLOYEE VERIFICATION LETTER

To Whom It May Concern:

This letter verifies the employment of the individual named below. The information provided herein is accurate to the best knowledge of the employer and is given in good faith for the purpose of employment verification or other lawful use.

Employee Information:

Full Name: _____
Job Title / Position: _____
Department: _____
Employment Status: _____
Employee ID Number: _____

Employment Details:

Date of Hire: _____
Current Salary / Wage: _____ USD
Work Schedule / Hours: _____
Supervisor / Manager: _____

Verification Purpose:

The purpose of this verification is: _____

Employer Information:

Company Name: _____
Company Address: _____
Contact Phone Number: _____
Contact Email: _____

Disclaimer:

This letter is provided solely for employment verification purposes and does not constitute a contract of employment or an offer of continued employment. The employer makes no guarantees or warranties regarding the employee's current or future employment status beyond the facts stated herein.

Confidentiality:

The recipient of this letter agrees to keep all information contained herein confidential and to use such information solely for the purpose stated above. Any unauthorized use, disclosure, or duplication of this letter or its contents is prohibited.

Legal Compliance:

This verification letter complies with applicable United States laws and regulations governing employment information and privacy. The employer retains the right to revoke or amend this letter if any information provided is found to be

inaccurate or incomplete.

Signature and Authorization:

The undersigned is authorized to provide this verification on behalf of the employer and attests that the information contained herein is true and correct to the best of their knowledge and belief.

AUTHORIZED SIGNATORY

Name: _____

Title: _____

Signature: _____

Date: _____

EMPLOYEE ACKNOWLEDGEMENT

Name: _____

Signature: _____

Date: _____

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