

# Employment Statement

Date of Issue: / /

## Employee Details

**Name** \_\_\_\_\_

**Employee ID** \_\_\_\_\_

**Job Title** \_\_\_\_\_

**Department** \_\_\_\_\_

## Employment Details

**Employment Status** Full-time / Part-time / Temporary / Contract

**Start Date** \_\_\_\_\_

**Supervisor/Manager** \_\_\_\_\_

## Salary Details

**Base Salary** \$ \_\_\_\_\_ per year / month / hour

**Pay Frequency** Weekly / Bi-weekly / Monthly

**Bonuses/Commissions** \_\_\_\_\_

**Other Benefits** \_\_\_\_\_

## Employer Details

**Company Name** \_\_\_\_\_

**Company Address** \_\_\_\_\_

**Phone/Email** \_\_\_\_\_

## Confirmation

This statement certifies the employment and salary details as stated above.  
For any queries, please contact HR at the details provided.

**Authorized Signature** \_\_\_\_\_ **Date** \_\_\_\_\_