

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
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