

Statement Letter Template for Employment Verification

This **statement letter template for employment verification** provides a clear and professional format to confirm an individual's job status and details. It ensures accurate communication between employers and third parties such as banks or government agencies. Using this template helps streamline the verification process efficiently.

Sample Employment Verification Letter

[Your Company Letterhead]

Date: [Insert Date]

To Whom It May Concern,

This letter is to confirm that **[Employee's Full Name]** is employed with **[Company Name]** as a **[Job Title]**. Their employment commenced on **[Start Date]**, and they are currently working as a **[full-time/part-time]** employee.

Employee Details:

- Full Name: [Employee's Full Name]
- Job Title: [Job Title]
- Employment Status: [Active/Inactive]
- Type of Employment: [Full-time/Part-time]
- Start Date: [Start Date]
- Annual Salary (if applicable): [Salary]

If you require further information regarding **[Employee's Full Name]**, please contact our office at [Contact Information].

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Company Contact Information]