

Declaration Letter Form Sample for Employment Verification

A **Declaration letter form** sample for employment verification is a formal document used to confirm an individual's job status and details. It serves as proof of employment for various legal, financial, or administrative purposes. This sample helps ensure accurate and consistent information presentation.

Sample Declaration Letter for Employment Verification

Date:

To:

Recipient's Name/Organization

Address:

Recipient's Address

Subject:

Employment Verification Declaration

Dear Sir/Madam,

This is to formally declare that

Employee's Full Name

 (Employee ID:

Employee ID

) is employed with

Company Name

 as a

Job Title

 since .

As of the date of this letter, the aforementioned employee is

actively employed

 and receives a monthly salary of

Salary amount

.

This declaration is issued upon the request of

Employee's Name

 for the purpose of

E.g., loan application, visa

.

Should you require further information, please feel free to contact us at

Contact Information

.

Sincerely,

Issuer's Name

Issuer's Designation

Company Name

Contact Details