Employment Verification Letter

Issued and signed by the employer. The employee receives a copy.

ORGANISATION | REF. NO. | DATE

ADDRESS

To whom it may concern

Subject: Confirmation of employment

EMPLOYEE NAME | EMPLOYEE ID | DATE OF JOINING

DESIGNATION | EMPLOYMENT TYPE | ANNUAL CTC (₹)

PURPOSE

This is to confirm that the person named above is employed with us in the designation and from the date stated, and is currently in active service. Compensation is shown only where the employee has asked for it to be disclosed.

This letter is issued at the employee's request and carries no financial obligation for the company.

SIGNATORY NAME | DESIGNATION | SEAL

Employer

SIGNATURE

PRINTED NAME | DATE