

# EMPLOYMENT VERIFICATION LETTER

To Whom It May Concern,

This letter is to verify the employment status of the individual named below, based on our records held by the undersigned employer. The information provided herein is true and accurate to the best of our knowledge and is issued upon request without any liability.

## Employee Details:

Full Name: \_\_\_\_\_  
Job Title / Position: \_\_\_\_\_  
Department: \_\_\_\_\_  
Employee Number (if applicable): \_\_\_\_\_  
Employment Status: \_\_\_\_\_  
Nature of Employment (e.g. Full-time, Part-time, Contract): \_\_\_\_\_  
Annual Salary / Wage: \_\_\_\_\_ GBP

## Employer Details:

Company Name: \_\_\_\_\_  
Registered Address: \_\_\_\_\_  
Company Registration Number: \_\_\_\_\_  
Contact Person: \_\_\_\_\_  
Telephone / Email: \_\_\_\_\_

## Confirmation of Employment

This letter serves to confirm that the employee named above is employed by the undersigned company and that their employment is governed by the terms and conditions set forth in their contract of employment.

## Employment Commencement

The employee commenced their current employment with the company on the date stated in our records and continues to be employed in good standing.

## Job Duties and Responsibilities

The employee performs duties appropriate to their position and is expected to fulfill these responsibilities in a professional manner.

## Confidentiality and Compliance

This verification letter is issued confidentially and is intended solely for the purpose stated by the employee or the requesting party. All information herein is subject to applicable UK data protection and privacy laws.

## No Additional Liability

The employer makes no warranties or representations beyond the information provided in this letter and accepts no liability for any consequences arising from its use.

**Governing Law**

This letter and its contents shall be governed by and construed in accordance with the laws of England and Wales. Any disputes arising hereunder shall be subject to the exclusive jurisdiction of the courts of England and Wales.

**Authorization**

This letter is signed by an authorized representative of the employer and is valid for all legal and administrative purposes requiring proof of employment.

**SIGNED BY AUTHORIZED EMPLOYER REPRESENTATIVE**

**SIGNED BY EMPLOYEE**

Signature: \_\_\_\_\_

Signature: \_\_\_\_\_

Name: \_\_\_\_\_

Name: \_\_\_\_\_

Position: \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_

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