This form is used to confirm the employment details of the individual listed below. Please complete all applicable fields.

**Employee Information**

|  |  |  |  |
| --- | --- | --- | --- |
| Full Name: | [Insert Full Name] | Current Address: | [Address] |
| Contact Number: | [Contact] | Employee ID (if applicable): | [ID] |
| Social Security Number (last 4 digits): | XXX-XX | | |

**Employment Details**

|  |  |  |  |
| --- | --- | --- | --- |
| Job Title: | [Insert Job Title] | Department: | [Department] |
| Employment Type: | ☐ Full-Time ☐ Part-Time ☐ Temporary ☐ Contract | | |
| Start Date: | [Insert Date] | End Date (if applicable): | [Insert Date] |
| Current Employment Status: | | ☐ Active ☐ Terminated ☐ On Leave | |
| Supervisor/Manager Name: | |  | |

**Salary Information (If Required)**

|  |  |  |  |
| --- | --- | --- | --- |
| Annual Salary: | $[amount] | Hourly Rate (if applicable): | $[amount] |
| Payment Schedule: | ☐ Weekly ☐ Bi-Weekly ☐ Monthly | Additional Compensation/Bonuses: |  |

**Purpose of Verification** This verification is requested for:

|  |  |  |  |
| --- | --- | --- | --- |
| ☐ Loan/Mortgage Application | ☐ Apartment Rental | ☐ Immigration/Work Authorization | ☐ Credit Check |
| ☐ Other: |  | | |

**Authorization**

I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Employee Name), authorize the release of my employment information for the purpose stated above.

|  |  |  |  |
| --- | --- | --- | --- |
| Employee Signature: |  | Date: |  |

**Employer Verification**

This section is to be completed by the employer or authorized HR representative.

|  |  |  |  |
| --- | --- | --- | --- |
| Employer Name: | [Insert Name] | Employer Address: | [Address] |
| Contact Name] | [Insert Name] | Position/Title: | [Insert] |
| Phone Number: | [Insert] | Email Address: | [Insert] |

I certify that the above information is accurate and verified based on company records.

|  |  |  |  |
| --- | --- | --- | --- |
| Employee Signature: |  | Date: |  |
| Official Stamp (if applicable): |  | | |