**Employee Tenure Verification Form**

|  |  |  |  |
| --- | --- | --- | --- |
| **Organization Name:** |  | | |
| **Address:** |  | | |
| **Phone:** |  | **Email:** |  |

**Section 1: Employee Information**

|  |  |  |  |
| --- | --- | --- | --- |
| **Employee Full Name:** |  | | |
| **Employee ID / Code:** |  | **Department / Division:** |  |
| **Designation / Job Title:** |  | **Supervisor / Manager:** |  |
| **Employment Type:** | ☐ Full-Time ☐ Part-Time ☐ Contract ☐ Temporary | | |

**Section 2: Employment Duration**

|  |  |  |  |
| --- | --- | --- | --- |
| **Date of Joining:** |  | **Date of Separation (if applicable):** |  |
| **Total Duration of Service:** |  |  |  |
| **Reason for Separation (if applicable):** | ☐ Resignation ☐ Retirement ☐ Contract End ☐ Termination ☐ Other: \_\_\_\_\_\_\_\_\_\_\_ | | |

**Section 3: Verification Details**

|  |  |  |  |
| --- | --- | --- | --- |
| **Verified By (HR Representative):** | |  |  |
| **Designation:** |  | **Verification Date:** |  |
| **Contact Number:** |  | **Official Email:** |  |

**Section 4: Certification Statement**

I hereby certify that the information provided above is verified from official company records and accurately reflects the employee’s tenure with the organization.

|  |  |  |  |
| --- | --- | --- | --- |
| **Authorized HR Signature:** |  |  |  |
| **Name:** |  |  |  |
| **Date:** |  | **Company Seal / Stamp:** |  |

**Section 5: For Requesting Party (Optional)**

|  |  |  |  |
| --- | --- | --- | --- |
| **Requesting Organization / Agency:** | |  | |
| **Purpose of Verification:** | ☐ Employment Reference ☐ Visa / Immigration ☐ Loan / Credit ☐ Legal ☐ Other: \_\_\_\_\_\_\_\_\_\_\_ | | |
| **Requested By (Name):** |  | **Contact Email / Phone:** |  |