

# PROOF OF EMPLOYMENT LETTER

To Whom It May Concern:

This letter serves as formal confirmation of employment for the individual named below, issued upon their request. The contents of this letter are intended solely for verification purposes and must not be used for any other reason without prior consent.

## Employee Details:

Full Name: \_\_\_\_\_  
Job Title/Position: \_\_\_\_\_  
Department: \_\_\_\_\_  
Employee Number (if applicable): \_\_\_\_\_

## Employer Details:

Company Name: \_\_\_\_\_  
Registered Office Address: \_\_\_\_\_  
Company Registration Number: \_\_\_\_\_  
Contact Phone Number: \_\_\_\_\_

## Employment Information:

Employment Status (e.g., Full-time, Part-time, Contract): \_\_\_\_\_  
Date Employment Commenced: \_\_\_\_\_  
Current Salary (annual gross): \_\_\_\_\_ GBP  
Working Hours per Week: \_\_\_\_\_

This letter is issued without any liability on the part of the employer and confirms that the above-named employee is currently employed under the terms specified. This confirmation is provided in good faith and in accordance with UK employment law. Any misuse or misrepresentation of this letter is strictly prohibited and may result in legal action.

## Authorized Signatory:

Name: \_\_\_\_\_  
Position: \_\_\_\_\_  
Signature: \_\_\_\_\_  
Date: \_\_\_\_\_

Please note: This letter should be printed on official company letterhead and signed by an authorized representative. For verification purposes, please contact the employer directly using the details provided above.

**EMPLOYER'S SIGNATURE**

**EMPLOYEE'S ACKNOWLEDGEMENT**

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

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

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