

Official Employment Record Verification

Employee Information

Full Name

Date of Birth

____ / ____ / ____

Employee ID / Reference No.

Position / Job Title

Department

Employment Details

Date Hired

____ / ____ / ____

Date Separated (if applicable)

____ / ____ / ____

Status

☐ Full-Time ☐ Part-Time ☐ Contract ☐ Other: _____

Reason for Separation (if applicable)

Remarks

Additional Comments

Authorized Signature

Date

Company Name

Contact Number

Official Company Address
