

Click to prove
you're human



How can you compose a letter to verify employment? Do you need to prove that you are working at a company? If so, you could consider going to a notary and making this sample Letter of Employment Notarized. Download this Notarized Letter of Employment template now! Here is a great example of a letter that is formal enough to be notarized. A notarized letter of employment is also known as a letter of proof of income. It is sometimes asked to verify your income when inquiring about a loan, a line of credit, a rental agreement, or a lease. This verification is often realized in the form of a letter, written by you, your current employer, a registered accountant, or a social security caseworker. It is done to prove that you are able to provide sufficient income to for example pay back the credit line. This official letter in some countries or states needs even to be notarized. Why is a Notarized Letter of Employment important? A Notarized Letter of Employment is important because it provides verified evidence of an individual's employment for various purposes such as obtaining loans, renting apartments, immigration applications, and more. The notarization process ensures that the information is genuine and accurate. Notarized Letter of Employment sample: To Whom It May Concern: This letter is to verify that {{Employee's name}} has worked for our company since {{Year}}. He is presently a {{Position}} in our {{Department}}. His current salary is {{Currency}} {{Amount}} a year with generous health and life insurance benefits. The outlook for his continued employment with us is particularly good and we hope to have him with our company for many years to come. If you have any questions regarding his employment situation, please feel free to contact us at the number listed below. Yours sincerely, {{Signature}} {{Formal Name}} {{Title}} NOTARY: State of _____ County of _____ Subscribed and sworn to before me on this _____ day of _____ in the year {{Year}} by _____ (Name of document signer)

Notary Public Typed or Printed Name My Commission Expires As the income verification letter will be used as official documentation of your income, it is important that it contains all the needed information. This example Notarized Letter of Employment template will help you to create the needed letter more quickly. You can adjust it so it is aligned with the needs and wishes of the requester. DISCLAIMER: Wala sa 'site' na ito ang dapat ituring na legal na payo at walang abogado-kluyenteng relasyon na itinatag. CONTACT US E-mail: info@usnotarycenter.com 202-599-0777 703-879-7304 (Spanish only 1pm-5pm) 7512 Diplomat Dr., STE 101, Manassas, VA 20109, USA In-person services are available by appointment only. How can you compose a letter to verify employment? Do you need to prove that you are working at a company? If so, you could consider going to a notary and making this sample Letter of Employment Notarized. Download this Notarized Letter of Employment template now! Here is a great example of a letter that is formal enough to be notarized. A notarized letter of employment is also known as a letter of proof of income. It is sometimes asked to verify your income when inquiring about a loan, a line of credit, a rental agreement, or a lease. This verification is often realized in the form of a letter, written by you, your current employer, a registered accountant, or a social security caseworker. It is done to prove that you are able to provide sufficient income to for example pay back the credit line. This official letter in some countries or states needs even to be notarized. Why is a Notarized Letter of Employment important? A Notarized Letter of Employment is important because it provides verified evidence of an individual's employment for various purposes such as obtaining loans, renting apartments, immigration applications, and more. The notarization process ensures that the information is genuine and accurate. Notarized Letter of Employment sample: To Whom It May Concern: This letter is to verify that {{Employee's name}} has worked for our company since {{Year}}. He is presently a {{Position}} in our {{Department}}. His current salary is {{Currency}} {{Amount}} a year with generous health and life insurance benefits. The outlook for his continued employment with us is particularly good and we hope to have him with our company for many years to come. If you have any questions regarding his employment situation, please feel free to contact us at the number listed below. Yours sincerely, {{Signature}} {{Formal Name}} {{Title}} NOTARY: State of _____ County of _____ Subscribed and sworn to before me on this _____ day of _____ in the year {{Year}} by _____ (Name of document signer)

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No Attribution required Instant Download, 100% Customizable Lifetime commercial license Cancel anytime Get access to entire site Premium support Already a member? Sign in Microsoft Word, Google Docs, Apple Pages Unlimited Downloads From -/month Download Now Are you in the process of securing a new job or requesting a loan? If so, you may need a notarized letter of employment to confirm your employment status. A notarized letter employment sample can provide you with a template to follow, making the process easier and less stressful. You can find many examples online and edit them as needed to fit your specific situation. With a little research and preparation, you can have a professional and accurate document that will help you achieve your goals. So, don't stress - let a notarized letter of employment sample guide you in the right direction. The Best Structure for Notarized Letter Employment Sample If you need to write a notarized letter for employment purposes, it's important to have a clear structure to ensure that your letter is professional and effective. A notarized letter is a legal document that requires the signature of a notary, so it's crucial that everything is done correctly. Here are the best structures for a notarized letter employment sample. First, start with your contact information, including your name, address, and contact details. This information should be placed at the top of the letter and aligned to the left-hand side. It's also important to include the date that the letter was written. Next, address the letter to the person or organization that you're sending it to. If you're unsure who to address the letter to, you can use a general greeting like "To Whom It May Concern." Make sure to include their contact information as well. The introduction of your notarized letter should explain why you're writing the letter and what your relationship is with the person or organization. If you're writing the letter on behalf of someone else, you should explain your relationship with them and why you're authorized to write the letter. The body of the letter should provide specific details about the person's employment history, including their job title, their responsibilities, and the length of time they worked for the organization. You should also highlight any achievements or awards that the person received during their time there. In the conclusion of the letter, you should summarize the main points and provide a final recommendation. If the letter is intended to be used for a specific purpose, like a job application or a visa application, make sure to state that clearly. Finally, the notarization section of the letter should include a statement that the information provided is true and accurate. This section should also include space for the notary to sign and stamp the document. In conclusion, a notarized letter employment sample should have a clear structure that includes your contact information, an introduction, a detailed employment history, a conclusion with a final recommendation, and a notarization section. Make sure to follow this structure to ensure that your notarized letter is effective and professional. Notarized Letter Employment Sample Dear Sir/Madam, It is with great pleasure that I write this letter of recommendation for [Employee Name] who has been working as a [Current Position] at [Company Name] for [Number of Years]. During this period, [Employee Name] proved to be exceptionally competent, diligent, and committed to the responsibilities of the position. [Employee Name] has demonstrated remarkable leadership skills, attention to detail, and a strong work ethic that is essential for a promotion. They have been instrumental in implementing new policies and procedures that have increased productivity and efficiency in the department. Additionally, they have mentored junior staff, providing guidance and support when needed. I believe that [Employee Name] would make a valuable contribution in a higher position, and I recommend them wholeheartedly for a promotion. If you require further information or clarification, please do not hesitate to contact me. Sincerely, [Your Name] Dear Sir/Madam, I am writing to verify that [Employee Name] is currently employed with [Company Name] as a [Current Position] since [Date of Employment]. They work full-time, and their salary is [Salary Amount] per year. [Employee Name] has proven themselves an invaluable member of our team. They have an excellent work ethic and have consistently met or exceeded expectations. Additionally, they have rarely missed work or arrived tardy without a valid excuse. I hope this information is useful in the employee's pursuit of personal or professional goals. Sincerely, [Your Name] Dear Sir/Madam, I am pleased to provide this letter of recommendation for [Employee Name]. They have been a valuable employee of [Company Name] since [Date of Employment]. [Employee Name] has demonstrated impressive work ethics, proficiency, and a positive attitude during their tenure with us. They are exceptionally skilled, and consistently exceed our expectations. They are productive, well-organized, and always willing to take up new challenges. I am confident that [Employee Name] would be a valuable asset to your team, and I highly recommend them for the position they are seeking. If you have any questions or require additional information, please do not hesitate to contact me. Sincerely, [Your Name] Dear Sir/Madam, I am writing this letter of recommendation for [Employee Name] to support their application for scholarship. [Employee Name] works for us as a [Current Position], and has been with our company since [Date of Employment]. During their tenure with us, [Employee Name] has proven to be a diligent and capable employee. They go above and beyond in their work, taking initiative in tackling tasks and consistently achieving outstanding results. Their dedication to success and hardworking nature is indicative of their success in academic endeavors. I believe that their drive and commitment would make them an exceptional candidate for the scholarship. Please do not hesitate to contact me if you require any further information. Sincerely, [Your Name] Dear Sir/Madam, It is an honor to write this letter of recommendation for [Employee Name] who has asked me to provide a reference to support their application for [Grad School Program]. [Employee Name] is an outstanding [Current Position] at [Company Name], and has been with us for [Number of Years]. Throughout their tenure with us, [Employee Name] has been consistently exemplary in their performance, demonstrating competence and expertise in their role. They are highly organized and self-directed, with an innate ability to think creatively and solve complex problems. I highly recommend [Employee Name] to any graduate school program they choose to apply to. If you require any further information or have any questions about their performance or character, please do not hesitate to contact me. Sincerely, [Your Name] Dear Sir/Madam, This letter is to provide my strong recommendation for [Employee Name] who has been working as a [Current Position] at [Company Name] since [Date of Employment]. They have requested this letter of support for professional certification. I have had the pleasure of working with [Employee Name] for [Number of Years], and have found them to be a diligent and hardworking professional. Their dedication and competency in their current role make them stand out as a leader among their peers. I have no hesitation in recommending [Employee Name] for their professional certification. I am confident that they will bring the same level of excellence and proficiency to the new role, and I am happy to be a part of their supportive network. Sincerely, [Your Name] Dear Sir/Madam, I am pleased to provide this letter of recommendation for [Employee Name] who has requested my support for their application to the internship program. [Company Name] has been proud to employ [Employee Name] since [Date of Employment], when they started working with us in the position of [Current Position]. [Employee Name] has been an essential contributor to our team, exhibiting excellent work ethics, proficiency, and a positive attitude. They possess exceptional attention-to-detail, and their organized, methodical approach to tasks invariably results in timely and accurate execution. I believe that [Employee Name] would make an excellent addition to the internship program. Their keen passion, creativity, and ambition would enable them to make the most of this opportunity, and contribute positively to your work environment. Please feel free to contact me for any further information or clarification. Sincerely, [Your Name] Tips for Writing a Notarized Letter of Employment If you are asked to provide a notarized letter of employment, it's important to understand the purpose of the document and what information should be included. This type of letter is typically required when an individual needs to verify their employment status to a third-party, such as a landlord or financial institution. Here are some tips to help you write an effective notarized letter of employment: Include all relevant information: Your letter should clearly state the name of the employee, their job title, and the dates of their employment. You may also want to include information about their salary, hours worked, and any other relevant details that will help verify their employment. Be clear and concise: Your letter should be easy to read and understand. Use simple language and avoid using technical jargon or complex terms that may confuse the reader. Use professional language: Your letter should be written in a professional tone and format. Avoid using slang or informal language, and make sure to use correct grammar and spelling throughout the letter. Include your contact information: Make sure to include your name, job title, and contact information in the letter. This will allow the reader to easily contact you if they have any questions or need further clarification about the employee's employment status. Get it notarized: Once you have written the letter, you will need to have it notarized by a certified notary public. This individual will verify your identity and witness your signature to ensure that the letter is authentic. Be aware of any legal implications: It's important to understand the legal implications of writing a notarized letter of employment. Make sure that you are only providing accurate information and that you are not violating any laws or regulations. If you follow these tips, you should be able to create a clear and concise notarized letter of employment that will help your employee verify their employment status with a third-party. Remember, it is important to take the time to ensure that your letter is accurate and truthful, as any false or misleading information could have serious legal consequences. FAQs related to Notarized Letter Employment Sample What is a notarized letter employment sample? A notarized letter employment sample is a letter that verifies an individual's employment status and is verified by a notary public. Why do I need a notarized letter employment sample? You may need a notarized letter employment sample as a proof of employment for various reasons such as obtaining a loan or visa application. Who can provide a notarized letter employment sample? Employers or managers can provide a notarized letter employment sample. The letter should be printed on the company's official letterhead and the signature must be notarized by a notary public. What should be included in a notarized letter employment sample? A notarized letter employment sample should include the employee's full name, job title, a brief description of their job duties, and contact details of the company's HR department. How do I get a notarized letter employment sample? You can request a notarized letter employment sample from your employer or manager. The letter should be prepared in accordance with the company's official format, signed and notarized by a notary public. What is the cost of getting a notarized letter employment sample? The cost of notarizing a letter varies by state and country. The cost can typically range from \$5 to \$25 USD, depending on the notary public's fee schedule. What if the notarized letter employment sample contains incorrect information? If the notarized letter employment sample contains incorrect or false information, you should contact your employer or manager. It is important to ensure that all the information is accurate and up-to-date before submitting the notarized letter employment sample. Wrapping up! That's it folks! We hope you found our notarized letter employment sample useful. From getting your visa applications streamlined to securing your dream job, a notarized letter can work wonders! Don't forget to bookmark our page and check out our other fantastic guides. Whether it's for work, travel or education, we've got you covered. Thanks for reading, and we'll see you soon!