Notarized Letter of Employment Template

[Company Name]

[Address]

[Contact]

[Date]

To Whom it May Concern:

I, as the undersigned, confirm that [Name] has been employed by our firm since [year]. He is presently a [designation] in our service department. His current compensation is [$00,000] per year and he receives excellent health and life insurance coverage. The prospects for his continued employment with us are good, and we look forward to having him join our team for many years.

If you have any questions regarding his employment status, please do not hesitate to contact us at the number below.

Sincerely,

[Name]

[Designation]

[Address]

NOTARY:

State of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

County of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Subscribed and sworn to before me on this \_\_\_\_\_\_\_\_\_\_ day of \_\_\_\_\_\_\_\_\_ in the year 2\_\_\_\_\_\_\_\_\_\_ by \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

 (Name of document signer)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 (Notary Public)

Typed or Printed Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

My Commission Expires

Rev. 10/2022