

EMPLOYMENT VERIFICATION LETTER

To Whom It May Concern:

This letter is to confirm the employment of the individual named below, as per the records maintained by our organisation. This verification is provided upon request of the employee for legitimate purposes.

Employee Details:

Full Name: _____
Position/Job Title: _____
Employment Status: _____
Department: _____
Employee ID Number: _____

Employer Details:

Company Name: _____
Company Address: _____
Contact Person: _____
Phone/Email: _____

Employment Details:

Date of Commencement of Employment: _____
Type of Employment (e.g. Full-time, Part-time, Casual): _____
Current Employment Status: _____
Annual Salary (AUD): _____

Legal and Compliance Statement:

This verification letter is provided in accordance with the laws of Australia and is intended for use only by the entity or individual to whom it is addressed. The information contained herein is true and correct to the best of the employer's knowledge and belief. This letter is not a contract of employment and does not confer any rights beyond those established under Australian law. The employer reserves the right to verify the authenticity of this letter with the issuing company.

Additional Information (if applicable):

Please contact the undersigned for any queries or further information regarding this employment verification.

EMPLOYER'S AUTHORIZED SIGNATURE

EMPLOYEE'S ACKNOWLEDGEMENT

Signature: _____

Name:

Position:

Signature: _____

Name:

Date:

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