

Request for Employment Certificate

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email Address]

[Your Phone Number]

[Employer's Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Employer's Name],

I am writing to formally request an employment certificate for verification purposes. I require this document to confirm my employment details with [Company Name], as I am in the process of [state reason, e.g., applying for a new job, securing a loan, etc.].

My employment details are as follows:

- Employee ID: [Your Employee ID]
- Position: [Your Position]
- Date of Employment: [Start Date] - [End Date or "Present"]

I would appreciate if you could include my job title, dates of employment, and any other relevant information that may assist in the verification process.

Thank you for your attention to this matter. Please feel free to contact me if you require any additional information.

Sincerely,

[Your Name]