

Service Certificate for Government/Official Documentation

[Company Letterhead]

OFFICIAL EMPLOYMENT CERTIFICATE

Certificate No: [Number]

Date: [Date]

To: [Government Department/Official Body]

Subject: Employment Status Certificate for [Employee Full Name]

This is to officially certify that:

Employee Details:

Name: [Full Name as per official documents]

Date of Birth: [DOB]

Nationality: [Country]

Passport/National ID: [Number]

Employee ID: [Number]

Employment Information:

Company Name: [Full Legal Company Name]

Company Registration No: [Number]

Position Held: [Job Title]

Employment Start Date: [Date]

Current Employment Status: [Active/Inactive]

Work Location: [Address]

Nature of Work: [Description]

Compensation:

Monthly Gross Salary: [Currency] [Amount]

Annual Gross Income: [Currency] [Amount]

This certificate is issued upon the employee's request for submission to [specific government

authority/purpose]. All information provided herein is accurate and verifiable through official company records.

The company is registered under [relevant business registration details] and operates in compliance with all applicable labor laws and regulations.

This certificate is valid for official purposes only and expires on [Date].

For official verification, please contact:

[HR Manager Name]

[Designation]

[Phone Number]

[Official Email]

Issued by:

[Authorized Signatory Name]

[Designation]

[Company Name]

[Date]

[Official Company Seal/Stamp]

[Additional Authentication, if required]

Get more templates here:

<https://www.lettersandtemplates.com/letters/employee-service-certificate-format>