

Sample Employment Verification Letter

The employment-verification letter must meet the following criteria:

- Be on the letterhead of the employer's organization
- Be *hand-signed* by the person authorized by the organization to do so
- Be submitted *in hard copy* at the appointment
- Include the full name of the authorized user (the applicant for the digital certificate)
- Be dated no more than 30 days prior to the ID-proofing appointment

The employment-verification letter need not be an original document with a wet signature. For example, it may be a printout of a PDF or a photocopy of a hand-signed original.

(Date of letter)

To whom it may concern:

By this letter, I certify that _____ (full name of authorized user), employee # _____ (optional), is as of this date an active and current employee of _____ (name of organization).

The authorized user details are as follows:

First Name: _____
Middle Initial: _____
Last Name: _____
Email Address: _____

By signing this letter, I attest that I am authorized by _____ (name of organization) to certify the identity and employment status of the authorized user referenced herein.

Sincerely,

(Signature of authorized party)

First Name: _____
Middle Initial: _____
Last Name: _____
Title: _____
Email Address: _____