#### horizontal line**Employment Verification Contract**

**This Employment Verification Contract ("Contract") is made on [Date], between:**

**[Employer’s Name]**, having its registered office at [Employer's Address], referred to as the "Employer,"  
and  
**[Employee’s Name]**, residing at [Employee’s Address], referred to as the "Employee."

**Collectively referred to as the "Parties."**

#### **1. PURPOSE OF EMPLOYMENT VERIFICATION**

1.1 **Purpose:** This Contract verifies the employment status, duration, and other related details of the Employee, to be used for [Specify Purpose, e.g., visa application, bank loan, housing lease, etc.].  
1.2 **Authorized Usage:** The verification is provided solely for the purpose stated and is not intended for any unauthorized use.

#### **2. EMPLOYMENT DETAILS**

2.1 **Position:** The Employee is employed as [Employee's Position Title] at the Employer’s organization.  
2.2 **Start Date:** The Employee commenced employment on [Start Date].  
2.3 **Employment Type:** The Employee is working as [Full-time/Part-time/Temporary/Contractual].  
2.4 **Work Schedule:** The Employee typically works [Number of Hours] per week, from [Start Time] to [End Time], [Days of the Week].

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#### **3. COMPENSATION DETAILS**

3.1 **Current Salary:** The Employee’s current salary is [Amount] per [Month/Year], subject to statutory deductions.  
3.2 **Payment Frequency:** Salary is paid [Weekly/Bi-weekly/Monthly] via [Method of Payment, e.g., bank transfer, cheque].  
3.3 **Bonuses:** The Employee is eligible for [Performance/Annual] bonuses, which are determined by company policies and performance reviews.

#### **4. BENEFITS AND ENTITLEMENTS**

4.1 **Health Insurance:** The Employee is covered by [Health Insurance Provider/Plan] as per company policy.  
4.2 **Leave Entitlement:** The Employee is entitled to [Number of Days] of paid annual leave, [Number of Days] of sick leave, and other leave as per company policy.  
4.3 **Retirement Plan:** The Employee participates in the company’s [Retirement Plan/Pension Scheme], with contributions made as per applicable laws.

#### **5. VERIFICATION OF CONDUCT**

5.1 **Conduct:** As of the date of this Contract, the Employee’s performance and conduct have been [Satisfactory/Unsatisfactory], based on recent evaluations.  
5.2 **Disciplinary Actions:** [Mention any ongoing disciplinary actions, if applicable, or confirm no records of disciplinary actions].

#### **6. EMPLOYMENT STATUS**

6.1 **Employment Status:** The Employee is currently [Active/On Probation/On Leave/Resigned].  
6.2 **Termination Notice:** The Employee is required to provide [Number of Days] notice in case of resignation, and the Employer is obligated to provide the same notice in case of termination.

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#### **7. CONFIDENTIALITY AND USAGE RESTRICTIONS**

7.1 The contents of this Contract are confidential and should only be shared with authorized personnel or institutions for the stated purpose.  
7.2 Unauthorized disclosure of this information will be considered a breach of confidentiality, subject to legal action.

#### **8. GOVERNING LAW AND DISPUTE RESOLUTION**

8.1 **Governing Law:** This Contract shall be governed by the laws of [Jurisdiction/Country].  
8.2 **Dispute Resolution:** Any disputes arising from this Contract will be settled through [Arbitration/Mediation] at [Location].

**IN WITNESS WHEREOF**, the Parties have executed this Employment Verification Contract as of the date first above written.

**[Employer’s Signature]**Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**[Employee’s Signature]**Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_