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How to Complete an Employment Verification Letter

Sworn Employer Statement for Visas, Embassies, Leases, and Loans

INSTRUCTIONS — KEEP FOR YOUR RECORDS. DO NOT ATTACH THIS PAGE TO YOUR EMPLOYMENT VERIFICATION.

About this form. Embassies, consulates, landlords, and lenders often want proof that a person is employed, what they earn, and that they will return to their job after travel. A **sworn, notarized employer statement** carries more weight than an ordinary letter, and foreign offices may require an apostille. **First Choice handles both.**

1. **Have an authorized person sign**
   An owner, officer, manager, or HR representative with access to employment records should complete and sign it.
2. **Fill in the company and representative**
   Use the company's legal name, address, and phone, and the signer's name and title. Company letterhead may be attached.
3. **Enter the employee's details**
   Job title, start date, type of employment, current status, pay, and hours, matching payroll records.
4. **Add approved leave for travel**
   For visa applications, the dates of approved leave and the expected return help show ties to the job.
5. **Sign under oath in front of a notary**
   The employer representative signs. Do **not** sign ahead of time. Bring a current government-issued photo ID. We come to your office.
6. **Apostille if it is going abroad**
   For embassies abroad, the California Secretary of State can attach an apostille. **Ask us when you book.**

Good to Know

- Only include pay information the employee has authorized you to share.
- Some embassies and lenders require their own verification form or a letter on company letterhead. Ask first.
- A false statement in this document is perjury.

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SCAN TO BOOK

Questions about this document? Talk to an attorney. Gavrilov & Brooks Law Firm has attorneys licensed in California, Nevada, and other states. Phone and video consultations are available. **(916) 504-0529** · **www.gavrilovlaw.com**

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YOUR FORM BEGINS ON THE NEXT PAGE

EMPLOYMENT VERIFICATION

Sworn Employer Statement of Employment and Compensation

State of California)

County of _____) ss.

I, the undersigned employer representative, being first duly sworn according to law, depose and say:

1. Employer.

_____ _____

(company legal name) (company phone)

_____

(company address)

_____ _____

(my name) (my title, e.g., HR Manager, Owner)

I am authorized to make this statement for the company and have access to its employment records.

2. Employee. The following person is employed by the company:

_____ _____

(employee full name) (job title)

_____ _____ _____

(start date) (employment: full-time / part-time / contract) (status: current, or end date)

_____ _____

(compensation, e.g., $85,000 per year or $30 per hour) (average hours per week)

3. Leave (optional, for travel). The employee has approved leave from

_____ _____

(start date) (return date)

and is expected to return to the same position.

4. Purpose. This statement is provided at the employee's request for:

_____

(e.g., visa application, embassy, lease, loan)

I declare under penalty of perjury under the laws of the State of California that the foregoing is true and correct.

Executed on _____ , at _____

(date) (city and state)

_____ _____

(signature of employer representative) (printed name)

Sign only in front of the notary, who will place you under oath and complete the jurat on the next page.

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JURAT

For use abroad, an apostille from the California Secretary of State may be attached after notarization.

A notary public or other officer completing this certificate verifies only the identity of the individual who signed the document to which this certificate is attached, and not the truthfulness, accuracy, or validity of that document.

State of California)

County of _____)

Subscribed and sworn to (or affirmed) before me on this _____ day of _____ , 20 _____

by _____

(name(s) of signer(s))

proved to me on the basis of satisfactory evidence to be the person(s) who appeared before me.

(Seal)

Signature _____