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How to Complete Your Georgia Employment Verification Letter

Notarized proof of employment

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

About this form. An employment verification letter confirms that a person **works for a company**, with their title, start date and, if needed, pay. Embassies, landlords, lenders and foreign agencies often require it to be signed by a company representative and notarized.

1. **Company and employee**
   Enter both, plus the job title, start date and status.
2. **Optional details**
   Include pay or hours only if the recipient requires them. Check the leave box for visa or travel use.
3. **Company representative signs before a notary**
   An HR manager, owner or officer signs. Bring a current photo ID and, if possible, company letterhead or a business card.

Signing requirements: Signed by an authorized company representative before a notary public.

After It's Signed

- Send the original to the requesting party.
- Need it for use in another country? We can obtain an apostille from the Georgia Superior Court Clerks' Cooperative Authority for you.

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Have questions about this letter? To consult with an attorney, contact **Gavrilov & Brooks Law Firm** at **(916) 504-0529** or **www.gavrilovlaw.com**.

This form is provided as a free convenience. First Choice Mobile Notary & Apostille is not a law firm, and a notary public who is not an attorney cannot give legal advice or help you decide what to write on this form. These instructions are general information only and are not legal advice. If you have questions about your situation, consult a licensed Georgia attorney. © 2026 First Choice Mobile Notary & Apostille. All rights reserved. This form may be filled in and printed for personal use; it may not be copied, altered, or redistributed for commercial purposes.

EMPLOYMENT VERIFICATION LETTER

State of Georgia

Date

To (name of agency, bank, landlord or embassy)

EMPLOYER

Company name

Telephone

Company address

EMPLOYEE

Employee full name

Last 4 of SSN or employee ID (optional)

Job title

Start date

Status (full-time / part-time)

Salary or hourly rate (optional)

Average hours per week (optional)

This letter confirms that the employee named above is currently employed by the company named above in the position and on the terms stated. The employee is in good standing.

☐ The employee has been granted leave from _____ to _____ and is expected to return to work on _____.

The information above is true and correct according to company records. Please contact me with any questions.

Name and title of authorized company representative

SIGNATURE

Sign only in front of the notary.

X _____

Signature of authorized representative

_____

Date

Printed name

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NOTARY ACKNOWLEDGMENT

State of Georgia
County of _____

On _____ (date), before me, the undersigned notary public, personally appeared _____ (name of authorized representative), who proved to me on the basis of satisfactory evidence to be the person whose name is signed on this document and who acknowledged that he, she or they signed it voluntarily for its stated purpose.

_____ (Seal)
Signature of notary public

_____
Printed name of notary public

Notary Public, _____ County, Georgia
My commission expires: _____

Notary seal

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