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How to Complete Your Illinois Employment Verification Letter

Notarized Employment Verification Letter

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

About this form. Lenders, landlords, consulates, and foreign agencies often ask for an employer's notarized letter confirming a person's job, pay, and dates of employment.

1. **Who signs**
   An authorized person at the employer, such as a manager, HR officer, or owner.
2. **Fill in the employment details (Page 1)**
   Include only what the requester needs.
3. **Sign under oath before a notary**
   Do not sign ahead of time. Sign in front of the notary, who will place you under oath. Bring a current, government-issued photo ID.

After It's Signed

- Many foreign agencies require an apostille on employment letters. We can obtain it for you.

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

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EMPLOYMENT VERIFICATION LETTER

Date

To whom it may concern / name of recipient

Employer:

Company name

Telephone

EIN (optional)

Address

This letter confirms the employment of:

Employee name

Job title

Start date

Full-time / part-time

Salary or hourly rate

Hours per week

The employee is currently employed in good standing.

The employee was employed until:

End date

Additional information (optional):

I am authorized to make this statement on behalf of the employer, and the information is true and correct according to the employer's records.

Title of person signing

Contact phone or email for verification

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Date

X

Authorized signature for employer

Printed name

JURAT

STATE OF ILLINOIS)
COUNTY OF) SS.
)

Subscribed and sworn to (or affirmed) before me on

Date

by (name of authorized representative)

X

Notary Public

(Notary seal)

Notary's printed name

My commission expires

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