

## 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: \_\_\_\_\_