

# FORMAL JOB OFFER & EMPLOYMENT VERIFICATION LETTER

Effective Date

Place

## 1. Parties

This document is made on \_\_\_\_\_ ( \_\_\_\_\_ ) by:

### Employer

Individual

Full Legal Name

SSN / ID

Doc Series

Address

### Addressed to:

### Candidate

Individual

Full Legal Name

SSN / ID

Doc Series

Address

## 2. SUBJECT-MATTER SCHEDULE & SPECIFICATIONS

Job Title & Role

Department / Reporting Line

Gross Salary / Remuneration

**3. EXECUTION & SIGNATURES**

**Employer**

Signature

  
  

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Full Legal Name

  
  

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Date

  
  

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