

Service Certificate for Educational Institution

[Company Letterhead]

EMPLOYMENT VERIFICATION LETTER

Date: [Date]

To: [University/College/Educational Institution Name]

Admissions Office/Financial Aid Office

[Address]

Subject: Employment Verification for [Employee Name] - Applicant/Student ID: [Number]

Dear Admissions Committee/Financial Aid Officer,

This letter confirms the employment of Mr./Ms. [Employee Full Name] with [Company Name] in support of their application for [admission/scholarship/financial aid/study leave].

Current Employment Status:

Position: [Job Title]

Employment Period: [Start Date] to Present

Employment Type: [Full-time/Part-time]

Department: [Department Name]

Working Hours: [Schedule]

Income Information:

Current Annual Salary: [Currency] [Amount]

Employment Stability: [Permanent/Contract with renewal expectations]

Mr./Ms. [Employee Name] has been a valued team member and has expressed interest in pursuing [degree/program] at your institution. The company [supports/does not object to] their educational pursuits and [will/will not] provide study leave/flexible working arrangements.

[If applicable: The company has a professional development program and may provide partial/full tuition assistance for relevant educational programs.]

Their employment status will [remain unchanged/be adjusted to part-time] during their studies,

ensuring financial stability throughout their academic program.

We believe [Employee Name] possesses the dedication and capability to successfully balance work and academic responsibilities.

Please feel free to contact us for any additional information.

Best regards,

[Authorized Signatory Name]

[Title]

[HR Department]

[Company Name]

[Contact Information]

[Company Seal]

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