

Service Certificate for Court/Legal Proceedings

[Company Letterhead]

CERTIFICATE OF EMPLOYMENT

Date: [Date]

To: [Court Name/Legal Authority]

[Address]

Subject: Employment Verification for [Employee Name] - Case No. [if applicable]

This is to formally certify the employment status of Mr./Ms. [Employee Full Name], [Employee ID Number], in relation to [case reference/legal matter, if appropriate].

Employment Record:

- Employed Since: [Start Date]
- Current Position: [Job Title]
- Employment Status: [Active/Inactive]
- Current Department: [Department Name]
- Work Schedule: [Full description of working hours/days]
- Direct Supervisor: [Name and Title]

[Employee Name] has been employed with [Company Name] continuously from the above date.

Their work attendance records show [relevant attendance information, if required by court].

On [specific date relevant to case], Mr./Ms. [Employee Name] was [present at work/on leave/traveling for business] as per our records.

The company maintains comprehensive employment records including time sheets, attendance logs, and payroll documentation, which can be provided upon official request through proper legal channels.

This certificate is issued in response to [court order/subpoena/official request] and is subject to confidentiality regulations governing employee information.

Respectfully submitted,

[Authorized Signatory Name]

[Designation]

[Company Legal Department/HR Department]

[Company Name]

[Official Contact Information]

[Notary Seal, if required]

[Company Seal]

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