

# SAMPLE FORM

## Employment Certificate (On company letterhead. Includes: Company name Address, Phone, etc.)

**Employee:** Jane Doe

**Company Position:** Vice President, Nutron Industries

**Duration of Employment:** Part-time 1973-1978  
Full-time 1978-2000

**Annual Income:** \$100,000.00 U.S. Dollars  
\$ 20,000.00 Benefits package

**Prospect of  
Continuous Employment:** Yes

\_\_\_\_\_  
Employer Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Title