UAE employment verification letter

Editable sample letter: replace the details with your own records before signing

Employer: [Company]
Emirate: [Emirate]
Trade licence: [Trade licence number]
Employee: [Employee Name]
Emirates ID: [Emirates ID]
Designation: [Designation]
Date of joining: [Start date]
Letter date: [Issue date]
Employment status: still employed on the letter date as [Designation]
To whom it may concern,
[Company] confirms that [Employee Name] is currently employed as [Designation] and has been since [Date]. This letter does not list duties, does not state salary, and does not give an end date.
It is not the ministry employment contract, not a ministry status printout, and not a visa. Salary, if a reader asked for it, belongs on a salary certificate.
For [Company]
Authorised signatory and stamp: [name, designation, stamp]