
UAE Employment Certificate Format

An employer-issued letter confirming employment, for bank, visa or HR use.

When to use it

An employment certificate confirms current or past employment and job title. It is often needed for bank applications, visas, or a new employer.

Sample

[Company Letterhead]

Date: [Date]

To Whom It May Concern,

Subject: Employment Certificate

This is to certify that Mr./Ms. [Employee Name], passport no. [xxxxxx], has been employed with [Company Name]

as [Designation] from [Start Date] to [End Date / 'present'].

During this period their conduct and performance were [satisfactory / as per company records].

This certificate is issued upon the employee's request for [purpose] without any liability on the company.

For [Company Name]

[Authorized Signatory], [Designation]

[Signature and company stamp]

Notes

- An employment certificate confirms that a person works or worked at the company; it is employer-issued, not a government form.
- Wording depends on the receiving bank, authority or employer.
- Print on letterhead, signed and stamped. No approval is guaranteed.

This is a sample/preparation document for general use. It is not an official government form and is not employment, immigration or legal advice. The exact wording should be confirmed with the employer, recipient, bank, authority or consultant before use. Last reviewed: 3 July 2026.