

**PHRS-QMS-VER03**

**Subject: Employment Verification**

Dear Sir,

You are requested to extend your full cooperation with us in filling out the information below and we ensure that the confidentiality of your comments will be strictly maintained.

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Employee Name** | | | **Mr. Ali Raza** | | | | | |
| **CNIC** | | | **4210120695999** | | | | | |
| **Designation (When left the Company)** | | | **Software Developer** | | | | | |
| **Employment Tenure (dd/mm/yy)** | | | **From** | | | **To** | | |
| 11/10/2017 | | | 20/01/2020 | | |
| **Last Drawn Salary (Per month)** | | | 35,000 | | | | | |
| **Outstanding dues /Liability** | | | **Yes ☐** | | | **No ☑** | | |
| **Involvement in Fraud/Forgery** | | | **Yes ☐** | | | **No ☑** | | |
| **Mode of Separation (Please Tick)** | | | **Resignation☑** | | **Termination ☐** | | | **Contract Expire ☐** |
| **In case of Termination please provide brief details:** | | | | | | | | |
| **Eligible for Rehire** | | | **Yes ☑** | | | **No ☐** | | |
| **Overall Performance** | | | | | | | | |
| **Outstanding** | **Very Good** | **Good** | | **Satisfactory** | | | **Unsatisfactory** | |
| **☑** | **☐** | **☐** | | **☐** | | | **☐** | |
| **Any additional comments:** | | | | | | | | |
| **The above mentioned information is completed by:** | | | | | | | | |
| **Name:** | | | | | | | | |
| **Designation:** | | | | | | | | |
| **Contact Detail:** | | | | | | | | |