

SAMPLE

EMPLOYMENT LETTER

Place of Employment Letterhead

Date

To Whom It May Concern:

This is to confirm that _____ has been a full
time employee of _____ since
_____. His/Her position is
_____. His/Her current salary is
yearly, monthly, weekly, hourly and he/she receives
health and insurance benefits, etc.

Please feel free to contact me at _____ if you need
further information.

Sincerely,

Signature
position
printed name

County of }
State of }

Sworn to and subscribed before me on this ____ day of _____,
20__.

Notary Public