SAMPLE

PLACE OF EMPLOYMENT LETTERHEAD

If self-employed, you will need to have an accountant prepare the Employment Letter verifying the information; accountant should use own 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 _____ and he/she receives health and insurance benefits, etc.

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

Sincerely,

SIGNATURE OF COMPANY REPRESENTATIVE

State of _____)
) SS:
County of _____)

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

_____
Notary Public