

# 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        )  
County of     )

Sworn to and subscribed before me this \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_.

\_\_\_\_\_  
Notary Public