

# Company Letterhead

Current Date

Name and  
Address of  
Employer

Re: (Your Name)

To whom it may concern:

Please be advised that     (your name)     is presently employed as     (position held)     at     (your employer)    .     (your name)     has been with our company since     (start date)     and is paid     (how much/ hourly, salary, commission etc...)    . Their average hours worked per week are     (hours worked)    .

    (please add in any other facts that may concern the employment here, like: probation, bonuses, etc...)    .

If you have any questions please contact     (the person signing employment letter)     at     (Employers telephone number)    .

Regards,

(Signature of contact person/letter writer)

Contact/Letter writers name  
and title