

COMPANY LETTERHEAD

DATE

PERSONAL & CONFIDENTIAL

To Whom It May Concern:

IF SALARY:

This is to confirm that YOUR NAME has been continuously employed with COMPANY NAME since START DATE as a JOB TITLE. He/She is a permanent employee and his/her current salary is ANNUAL SALARY.

OR IF HOURLY:

This is to confirm that YOUR NAME has been continuously employed with COMPANY NAME since START DATE as a JOB TITLE. He/She is a permanent employee and is currently earning DOLLAR AMOUNT per hour with guaranteed hours of HOURS per WEEK, BI-WEEKLY, MONTHLY or ANNUALLY.

If you require confirmation of the contents of the letter, please contact me at via telephone at PHONE NUMBER, or via email at EMAIL ADDRESS.

Sincerely,

SIGNATURE

NAME

JOB TITLE

CONTACT INFORMATION