SAMPLE EMPLOYER LETTER

ACME BUSINESS ASSOCIATES

Any Street
Anytown, USA 12345
Phone: 987-654-3210

May 1, 2016

To Whom it May Concern:

This letter is to verify that John J. Doe has worked for our company since 2006. He is presently a manager in our service department. His current salary is $62,000 a year with generous health and life insurance benefits. The outlook for his continued employment with us is very good and we hope to have him with our company for many years to come.

If you have any questions regarding his employment situation, please feel free to contact us at the number listed below.

Sincerely,

Jill Walters
Human resource Manager 987-654-
3210 Extension 567

NOTARY:

State of _____

County of _____

Subscribed and sworn to before me on this _____ day of _____ in the year 2_____ by

_____.
(Name of document signer)

_____
Notary Public

Typed or Printed Name _____

My Commission Expires _____