

December 4, 2012

Dear Ms. _____,

We are in receipt of your request for employment verification for _____, as it relates to his application for a _____(company). As our firm's International Human Resources Coordinator since 2007, I can gladly provide you with the information you seek.

_____(name of employee) has been employed in our office in _____(company name) since _____(year). His most recent title is that of _____(position). _____(name of employee) has interviewed for and been awarded a promotion to International Accounting Director, a position that is housed in our _____office. This would be a permanent, full-time position that would require Mr. Schmidt to oversee accounting operations between our seven international offices. His proposed start date for his new role is March 1, 2013, or as soon as possible thereafter.

We sincerely hope that _____(name of employee) is able to obtain a green card and take advantage of this opportunity to advance in his career with our firm. If I can be of further assistance, please contact me at (800) 555-2329 or by email at _____

Sincerely,

Position