|  |  |
| --- | --- |
| **[Sender Name]** | [Email] |
| [Sender Title] | [Address] |
|  | [Phone] |

TO **[Receiver Name]** **[Receiver Title]**

USCIS  
PO Box 805887  
Chicago, IL 60680-4120

**RE:** Employment verification for Jose Gonzalez

To whom it may concern,

The purpose of this letter is to confirm that Jose Gonzalez is a full-time employee at Cooper & Co. Construction and has been for the past year. He was hired in May of 20XX, and he currently earns an annual salary of $65,000 as a Site Manager, where he oversees a team of twelve men on various housing construction projects across the state. He is a very dedicated employee, and we plan to have him with us for many years. Should you have any questions regarding the condition of his employment, please call or email me.

Regards,

**[Signature]**  
John Smith  
Cooper & Co. Construction VP  
943-870-5530 Ext. 4