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

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

To Whom it May Concern:

This letter is to verify that John J. Doe has worked for our company since 1993. 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,

[Signature]

Jill Walters

Human resource Manager

987-654-3210 Extension 567