Today’s Date

Workforce Solutions Texoma

Attn: Child Care Services

2415 S. Austin Ave., #105

Denison TX 75020

Dear Child Care Services,

As of July 1, 2008 John Doe was hired at ABC Company, he works Monday – Friday, 8 a.m. to 5 p.m., he is paid $8.00 an hour and is paid on a bi-weekly basis.

His performance as company staff was excellent and can get along with various task assigned.

For further details pertaining to his employment just fell free to call us at our company’s number.

Thank you,

(Signature of employer)

Jane Smith

Manager ABC Company

903-555-1212