# {Date}

To: **{Company Name}**

# {Address}

**{City, State, Zip}**

Dear **{Mr./Mrs. Name}**

I am writing on behalf of **{Name}**, who is applying for **{school/a loan/a house}**. This letter is to confirm that **{he/she}** is a valued employee at **{Company Name}**.

**{Name}** has been a **{position title}** here since **{date}**. **{He/she}** works about

**{number}** hours per week and earns an annual salary of **{amount}**.

Attached are **{number}** stubs from **{Name}**’s last **{weekly/bi-monthly/monthly}**

paychecks. Please feel free to contact me if you have any further questions. Sincerely,

# {Sender}

**{Company Name}**

**{Address}**

**{City, State, Zip}**