Jim Terry  
Vice President  
Riverdale Business Solutions  
Mondole Lane, Anytime Town  
USA 54321  
  
February 26, 2013  
  
Jill Marian  
Manager  
Realtime National Bank  
38, Plin Bath Circle, Anytime Town  
USA 67898  
  
Re: Employment Verification for Mr. John Mandelene  
  
Dear Mr. Jill Marian:  
  
On February 28, 2013, you requested an employee verification information for Mr. John Mandelene with regard to a signed authorization, which you provided me, in order to release the particulars of the concerned employee. This is to verify that Mr. John Mandelene has worked for our company since 1998. He joined Riverdale Business Solutions on August 22, 1998. He, currently is the Manager in our service department.   
  
His current salary is $58,000 a year with life insurance benefits. His employee record, to date is very good.  
  
If you have any questions with regard to his employment status, please feel free to contact us. We would be happy to host your request.  
  
Sincerely,  
  
JimT..  
  
Jim Terry  
Vice President  
976-853-4120