*Day/month/year of letter publication*

*Mr. Employer*

*ABC Company*

*Address of Company*

*Dear Mr./Mrs. \_\_\_\_\_\_\_\_\_\_\_\_\_:*

*Subject: Letter of Employment Verification for John Employee*

*John Employee has been employed as a Sales Representative at ABC Company since October 4, 1990.  John’s base salary as of August 27, 2010 is 100,000.*

*John’s responsibilities include:*

* *Quarterly reporting*
* *Selling product to customers*
* *Ensuring customer satisfaction with product*

*You may contact me at*[*email@abccompany.com*](mailto:email@abccompany.com)*, or (123) 555-5555 if you have any questions regarding*

*John Employee and his employment with ABC Company.*

*Sincerely,*

*Mr. Employer*