**LETTER TEMPLATE**

**EMPLOYMENT CONFIRMATION LETTER**

**[DATE]**

To Whom It May Concern:

This letter is written to confirm that **[Full Name]** is employed with the University of Michigan,

**[Department Name],** pursuant to the terms and conditions of our approved H-1B petition. **[Full Name]** will continue to be employed in the position of **[Job Title]** at an annual salary of **[Wage Rate]** upon **[his/her]** return.

Sincerely,

**[Name of Department Administrator/Department Contact]**

**[Job Title]**