

SAMPLE EMPLOYER LETTER

ACME BUSINESS ASSOCIATES

Any Street  
Anytown, USA 12345  
Phone: 987-654-3210

May 1, 2009

To Whom it May Concern:

This letter is to verify that John J. Doe has worked for our company since 1993. He is presently a manager in our service department. His current salary is \$62,000 a year with generous health and life insurance benefits. The outlook for his continued employment with us is very good and we hope to have him with our company for many years to come.

If you have any questions regarding his employment situation, please feel free to contact us at the number listed below.

Sincerely,

Jill Walters  
Human resource Manager  
987-654-3210 Extension 567

NOTARY:

State of \_\_\_\_\_

County of \_\_\_\_\_

Subscribed and sworn to before me on this \_\_\_\_\_ day of \_\_\_\_\_ in the year 2\_\_\_\_\_ by

\_\_\_\_\_  
(Name of document signer)

\_\_\_\_\_  
Notary Public

Typed or Printed Name \_\_\_\_\_

My Commission Expires \_\_\_\_\_