**PROOF OF EMPLOYMENT**

Holly Smithson

HR Manager

ABC Employment

555 Buxton St.  
Grafton, WV 26354

April 2, 20XX

Jeffrey Cox

Staffing Manager

Employment for Hire  
888 Hover Dr.  
Morgantown, WV 12345

Dear Mr. Cox,

This letter is to verify that Samantha Jones was employed with ABC Employment from January 5, 20XX, through March 10, 20XX as a Graphic Designer.

If you require additional information regarding Ms. Jones, please contact me at 555.623.3333.

Sincerely,

[handwritten signature]

Holly Smithson