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| Employment Verification for Current Employee |
| Shawna Easton Director of Accounting GMC Associates 17 Chestnut Street, Ste. 200 Portland, ME 04101 |
| September 1, 20XX |
| John Dolan Senior Vice President Dolan Industries, Inc. 43 Oak Street, 2nd Floor Portland, ME 04101 |
| Dear Mr. Dolan, |
| This letter is to verify that Seneca Williams has been employed at GMC Associates for the past three years in our Accounting Department. She began work on August 1, 20XX. |
| If you require any additional information, please feel free to contact me at 555-111-1212. |
| Sincerely, |
| *(Handwritten Signature)* |
| Shawna Easton Director of Accounting GMC Associates |