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| Employment Verification for Current Employee |
| Shawna EastonDirector of AccountingGMC Associates17 Chestnut Street, Ste. 200Portland, ME 04101 |
| September 1, 20XX |
| John DolanSenior Vice PresidentDolan Industries, Inc.43 Oak Street, 2nd FloorPortland, 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 EastonDirector of AccountingGMC Associates |