**Day/month/year of letter publication**

Mr. Employer

ABC Company

Address of Company

Dear Mr./Mrs. \_\_\_\_\_\_\_\_\_\_\_\_\_:

Subject: Letter of Employment Verification for John Employee

John Employee has been employed as a Sales Representative at ABC Company since October 4, 1990.  John’s base salary as of August 27, 2010 is 100,000.

John’s responsibilities include:

* Quarterly reporting
* Selling product to customers
* Ensuring customer satisfaction with product

You may contact me at [email@abccompany.com](mailto:email@abccompany.com), or (123) 555-5555 if you have any questions regarding

John Employee and his employment with ABC Company.

Sincerely,

Mr. Employer