ABC Company
1000 Main Street
Seattle, WA 98101

December 1, 20XX

XYZ Lending Company
123 Oak Street
Seattle, WA 98101

To Whom it May Concern,

Please accept this letter as verification of employment with the ABC Company.

Employee Name: Emilio Silva
Employment Dates: June 12, 20XX – Present
Current Job Title: Quality Assurance Engineer
Current Salary: $112,000

If you have any questions or need any additional information, please feel free to contact us at 503-555-XXXX or hr@abccompany.email.

Sincerely,

Nancy Davis
Human Resources Manager
ABC Company