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