

Date:

To Whom It May Concern:

This letter is to certify that the below named individual has been employed with us. The employment information is below:

Employee Name:

Employer Name:

Employer Address:

Job Title:

Employment Start Date:

Employment End Date:

Number of Work Hours/ Week:

Duties:

If you need additional information or wish to discuss, please do not hesitate to contact me. I may be reached at (phone number).

Sincerely,

(Signature of Supervisor/ Staff)

(Name and Title of Supervisor/ Staff)