Date  
Letter of Employment

To Whom It May Concern:

This is to ceritify that Mr. XXX is currently working with XXX company as a XXX(postion or title). Mr. XXX has been working with XXX company since mm dd, yyyy. The pay for Mr. XXX is currently $XX per year.

I trust this is the information you require. Should you have any questions, please do not hesitate to contact our office.

Sincerely,  
xxx company.  
  
(Signature)  
Title