\*\*\*\*\*\*Remove these instructions\*\*\*\*\*\*\*\*  
This letter should be on company letterhead and should be signed by your supervisor or Human Resources person. Make sure the letter includes the date you started working there. If you are paid by the hour, convert to an annual salary.

\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*

Date: <*January 01, 2011*>

Re: Employment verification for *<Sponsor's full name>*

To Whom It May Concern:

This letter is to confirm that *<sponsor's full name>* has been employed with us since <employment start date> . *<sponsor's full name>*  is currently working with us as a *<sponsor's job title>*. His/Her annual salary is $*00,000* . This is a full time position.

Please feel free to contact us if you need additional information or verification.

Sincerely,

*<Leave room here for supervisor’s signature>*  
*< Supervisor’s printed name>*  
*< Supervisor’s title>*  
*<company name>  
Phone: <company or supervisor phone number>  
Email: <company or sponsor’s email>*