

COMPANY

LOGO

Dd/mm/yyyy

To whom it may concern,

This letter is to confirm that xxx xxxxx is presently employed by xxxxxxxxxxxxxx in the position of xxxxxx on a full time basis. Xxxxxxxxxx commenced employment with the company on dd/mm/yyyy and is currently paid a salary of \$\$\$\$\$ per annum.

Company Name

This is what we do

If you require any additional information, please do not hesitate to contact me, (name of manager) on (021 111 1111).

Yours sincerely,

(signature)

Name

Position

Company name

Company Name

Address

Telephone: