June 1, 2014

To: Whom it may concern

Re: (your name)

(Your address)

This letter will confirm that Mr. XXX has been employed by XXX (company) since July 1, 2010, to the present date, as a full time XXXX(your position). Mr. XXX works 75.0 hours bi-weekly and is paid at the rate of $ 30.00 per hour, or $ 60,000 annually.

We trust that above information is sufficient for your purposes.

Your truly,

XXXX(company)

(singnature)

XXX (主管的姓名和签字)

Human Resources coordinator

Tel: XXXXXX