

[Company Letterhead]

SAMPLE LETTER 1

Date: [Date of issuing employment verification letter]

To Whom It May Concern:

Dear Sir or Madam,

This is to certify that Mr. [First Name] [Last Name] is an employee at [Company Name] and is working as a [Designation] since [Date]. [His/Her] current gross salary is USD [xx,000] ([salary in words]) per annum.

If you have any questions regarding Mr. [First Name]'s employment, please contact our office at [Office HR Phone Number].

Sincerely,

[Signature of person issuing this letter]
[Manager HR] or [Designation]

SAMPLE LETTER 2

(foreign (non US) entity letterhead)

January 9th, 2013

USCIS

Re: Mr. John Doe Employment Verification

Dear Sir/ Madam:

Mr. Doe has been employed with our organization from June 15th, 2008 to present as a Vice President.

His duties are:

- Implement the appropriate business rules governing the advertising sales, production and circulation management aspects of Media industry.

- Manage a team of software engineers responsible for pre-sales requirements gathering, determining and expressing the implementation details to the customers and delivering the software while working on tight deadlines.
- Direct the extended Q&A program.
- Guide the interaction of other software applications, including production programs, accounting programs and others.

His current salary is \$65,000 / year.

Please feel free to contact me if I may be of further assistance.

Sincerely,

A. Acme, Vice President