

3/15/2010
Mr. Mike Williams
Century Apartment Complex
25 Century Lane
Springfield, MO 13243

Subject: Letter of Employment Verification for Sally Smith

Mr. Williams,

Sally Jones has been employed as a Marketing Manager at Smith Industries since Jan 15th, 2010.

Sally's annual salary as of 3/1/2010 is \$40,000.

She works on a full-time basis.

Please contact me at 1 800 555 5555 if I can be of any additional service.

Sincerely,

Bob Smith
Smith Industries
123 Avenue North
Springfield, MO 12345