

First Last
Company
Position
Address
City, State 00000
(123) 456-7890

Date

Mr(s). Firsty Lasty
Company
Position
Address
City, State 00000

Dear (Mr./Mrs./Dr./Ms./Miss) Lasty,

I am writing you concerning the employment status of First Last. He/She has been employed with us Full time/part time for time employed as position. Currently he/she makes \$_____/per _____. He/She currently works ____ hours per _____.

Should you have any questions, feel free to contact the undersigned.

Sincerely,

Signature

First Last