Month /Date /Year

To Whom It May Concern:

This is to confirm that Mr. XXX has been working for XXX company as a XXX (postion or title) since mm dd yyyy. He is responsible for the following duties:

1)

2)

3) (如果有合同，可以参看你的合同，摘几条)

This job is based on the contractual agreement between XXX and XXX. He works no less than 35 hours per week with a salary of $XXX payable in bi-weekly installments. His current bi-weekly salary is $ **XXX.**

If you have any questions, please don't hesitate to contact me. I will be glad to provide any further information regarding Mr. XXX employment and payment information.

Yours truly,

XXX(公司名)

Signature，

Title