

***** Sample Employment Reference Letter *****

Company Letterhead

Date

To Whom it May Concern,

This letter will confirm that (insert parent's name) has been employed by (insert company name) since (insert date). His/her position is _____ and his/her annual salary is _____. If you have questions, feel free to contact me at (insert phone number).

Sincerely,

(Sign)

Type Name

Type Title