

Use official paper with Company letterhead and logo

*The Company name
Full address including country
Include telephone/fax numbers*

Date

*(Note: use a clearly understandable system for all dates such as
1st October 2001. 10.1.2001 could be either October 1st or 10th January)*

To whom it may concern.

I confirm that *(your title and name, eg Mr. John Smith)* of *(your city of residence eg London)* is currently employed full time at *(the company name eg the Japanese Language Education Information Centre)* as *(your position eg mechanical engineer)*. He joined the company on the *(the start date of your employment eg 1st October 1999)*. His contract is due to expire on *(expiry date of your contract eg. 31st August 2002)* and his salary is *(amount and currency)* per year.

If you have any questions regarding *(your name eg Mr. Smith)*'s employment, please feel free to contact me at the above address.

Yours faithfully,

(signature)

(name)

(position eg Director of Personnel, etc.)

(also add official stamp if possible)