

[Company Letterhead]  
[Company Name]  
[Company Address]  
[City, State, Zip Code]  
[Phone Number]

[Date]

To Whom It May Concern,

This letter is to verify the employment of **[Employee Full Name]**.

**Employee Details:**

- **Job Title:** [Current Position]
- **Employment Start Date:** [Start Date]
- **Employment Status:** [Full-Time / Part-Time / Seasonal]
- **Current Salary/Wage:** [Amount] per [Hour/Year]

[Employee Name] is currently employed in good standing. This verification is being provided at the request of the employee for the purpose of their Work Permit application/renewal.

Should you require any further information or additional documentation regarding this individual's employment, please feel free to contact me at [Phone Number] or [Email Address].

Sincerely,

[Signature]  
[Printed Name]  
[Job Title]  
[Company Name]