

[Company Letterhead or 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 Name] for the purpose of their daycare subsidy application.

**Employee Information:**

- **Job Title:** [Employee Job Title]
- **Employment Status:** [Full-time / Part-time / Permanent / Temporary]
- **Hire Date:** [Start Date]

**Work Schedule and Earnings:**

- **Typical Work Schedule:** [e.g., Monday through Friday, 8:00 AM to 5:00 PM]
- **Average Hours Per Week:** [Number of Hours]
- **Gross Pay:** \$[Amount] per [Hour/Week/Month/Year]

If you require any additional information or have further questions, please contact me directly at [Phone Number] or [Email Address].

Sincerely,

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