

Sample Employment letter

***AMAZING SIGNS  
123 Whitehall Street  
Anywhere, Pennsylvania 11245***

September 16, 2011

To Whom It May Concern:

John Smith was hired by Amazing Signs on June 23, 2005. His present title is Account Administrator. His annual salary is \$60,000.

Please feel free to contact me if you need any additional information.

Sincerely,

Their name and designations  
Their Title