

GLOBAL TECHNOLOGY SOLUTIONS INC.

789 Business Park Drive, Suite 500
Chicago, Illinois 60601
Phone: (312) 555-0199 | Fax: (312) 555-0198

Date: 2024-09-15

EMPLOYMENT VERIFICATION LETTER

To Whom It May Concern:

This letter serves to verify the employment of **Jennifer Martinez** with Global Technology Solutions Inc. Employee Details: • Full Name: Jennifer Martinez • Employee ID: EMP-5678 • Position/Title: Senior Software Engineer • Department: Information Technology • Employment Status: Full-Time Regular Employee • Employment Start Date: 2021-03-15 • Current Employment: Active as of this letter date Compensation Information: • Current Annual Salary: \$95,000 • Pay Frequency: Bi-weekly • Employment Type: Full-Time Exempt Work Schedule: • Standard Hours: 40 hours per week • Work Location: Chicago, IL Office with Remote Work Options Jennifer Martinez is a valued member of our team and has consistently demonstrated excellent technical skills and professional conduct. This employment verification is provided for official purposes only. If you require any additional information or have questions regarding this verification, please feel free to contact our Human Resources department at (312) 555-0199 ext. 1234 or via email at hr@globaltechsolutions.com.

Sincerely, Sarah Johnson Director of Human Resources Global Technology Solutions Inc. Phone: (312) 555-0199 ext. 1234 Email: sjohnson@globaltechsolutions.com

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This is a sample document for testing purposes only. All information is fictional.