

Tools Inc
New York St.Clair Street
Queens
111-111-1111

9th November 2021

To whom it may concern:

This is to verify that Ms. John Doe has been employed with my company for the past eight years as a Occupational Cleaner , she receives a monthly income of \$4000(Four Thousand Dollars).

If you require any additional information regarding Ms. Doe, please feel free to contact me personally at 111-123-1234.

Yours Respectfully

Jane Doe
(Manager)