

Sample Job Letter - hourly wage

**Company letterhead**

*company logo*  
*company address/contact details*

*Date written*

To Whom It May Concern,

This is to verify that employee name is an employee of company name.

Employee name is a position or job title with company name and/or division of company. His/Her hourly rate is \$ xx.xx. S/he is guaranteed a minimum of xx hours per week.

Employee's name position is an ongoing position and s/he has been with the company since date employee started.

Regards,

*Name of person writing letter*

*Contact information, including phone number, for person writing letter*