

Sample Job Letter - salary plus commissions

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 salary is \$ x,xxx.xx per month plus commissions. His/Her 20 xx T4 earnings were \$ x,xxx.xx.

Note: some companies will also include the following:

His/Her commissions for the past two years were:

20 xx \$ x,xxx.xx
20 xx \$ x,xxx.xx

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