(COMPANY LETTERHEAD)

(Date)

USCIS

PO Box 805887

Chicago, IL 60680-4120

To Whom it May Concern:  
  
(Name), (Social security number), has requested we verify his/her employment with (name of company).  
  
We are pleased to confirm that s/he was hired on (hire date). S/He is currently employed as (job title). S/He has an annual salary of (amount) and he/she works (number of hours) hours per week.  
  
We trust the above information will be of assistance to you. If further information is required, please let us know.  
  
Very truly yours,  
  
(name of company)  
(name, signature, and title of human resources or other owner/boss/manager)