**[TU NOMBRE]**

**[NOMBRE DE LA COMPAÑÍA]**

**[DIRECCIÓN DE LA COMPAÑÍA]**

**[FECHA]**

To

**[NOMBRE DEL RECEPTOR (PERSONA O COMPAÑÍA)]**

**[CARGO DEL RECEPTOR (SI APLICA)]**

**[DIRECCIÓN DEL RECEPTOR]**

Dear Mr./Mrs./Ms. **[NOMBRE DEL RECEPTOR]** /To whom it may concern,

[Introduction] This letter is to verify that **[NOMBRE DEL EMPLEADO]** has been working with our company since **[FECHA EN QUE COMENZÓ ACTIVIDADES EL EMPLEADO]**, and his/her current salary amounts to **[SALARIO DEL EMPLEADO]** annually/monthly/weekly with yearly bonus/health and life insurance/benefits package.

[Employee/income outlook] The outlook for his continued employment is good and we hope to have him with our company for many years to come.

If you have any questions regarding the information provided, please do not hesitate to contact me at **[TU INFORMACIÓN DE CONTACTO]**.

Sincerely yours,

**[TU NOMBRE]**

**[INFORMACIÓN DE CONTACTO (SI NO ESTÁ INCLUIDA EN OTRA PARTE DE LA CARTA)]**