(Company Name)

(Company Department)

(Company Address)

(Company Phone)

Dear Sir or Madam,

This letter is to confirm that \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Name) is employed with \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Company) as independent contractor and He/She has been working with us since \_\_\_/\_\_\_/\_\_\_\_\_(date of joining)

Duties performed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Monthly Salary Income: $\_\_\_\_\_\_\_\_\_\_\_\_

Number of working hours \_\_\_\_\_\_\_\_\_\_\_ every day/week/month.

We are pleased to inform you that \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (employee's name) is punctual, hardworking, and honest.

For additional information or if you have any further questions please feel free to contact our Human Resource Department at: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (phone #).

I/we, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Chairman/CEO), state that the details provided above are true and correct to the best of my/our knowledge.

Sincerely,

Chairman/CEO

Company's Name

Human Resource Department

Company's Name