[Your Name]

[Company Name]

[Street Address] [City, ST ZIP Code]

[Date]

To Whom It May Concern,

This is to certify that Mr. Smith is a regular employee of FDS International. He has served the company for a period of 5 years. He has been employed in the HR department at the position of senior HR Manager. He works for 40 hours a week.

He is entitled to a monthly salary of $2,700/- with an annual bonus of $5,400/-. For more information please contact us at the following number: 111-675-987.

Sincerely,

[Your Name]

[Title]