Date

Dear Madam / Sir:

**Employee Name:** Susan Smith

[**Social Security Number**](http://humanresources.about.com/od/glossarys/g/social-security-number.htm)**:** 000-00-0000

**Date of Birth:** 08-19-75

Employee Susan Smith is (was) an employee of the XYZ Company.

Employment Dates: January 22, 2008 until current.

**Job Title:** Public Relations Specialist

**Current (Final) Salary:** $42,000.00 per year plus potential quarterly performance bonus.

Please feel free to contact us if you need additional information.

Sincerely,

Signature of Authorized Employee

**Disclaimer – Please Note:**

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