

## 雇用証明書(Employment Letter)サンプルレター

(日付 : Date)

To Whom It May Concern:

Mr. (First name, Last name) has been an employee at (Company Name), Japan since (Year).

As of (Date), he has been assigned to our NY division in the position of (Title).

His salary is (Amount) with a housing allowance of (Amount).

Mr. (Name) is a model employee and there is every evidences that he will continue working with us in our NY office.

I am certain that he will make an excellent tenant in your building.

If you have any further questions, please don't hesitate to call. I can be reached at (Telephone #).

Sincerely,

(署名 : Signature)

(所属部門長氏名 : Manager Name)

(上記のお名前の方の肩書 : Title)