To,

Norman Creed

HR Manager

Oscar Group Limited

23 Aspen High Street

New York, New Jersey 4578

Dated: 10th of May 20XX

Subject: Proof of employment

Respected Mr. Creed,

This letter is to confirm that Jane Ire, who has applied in your organization for the position of an assistant manager, was working in our organization in the position of a team leader. Please consider this letter as a proof of her employment in our organization.

Jane Irehad joined our organization on 5th of May 20XX and after one and half year of her service she was promoted to the position of a team leader. Since then till her resignation on 8thof April 20XX she was working as a team leader. She was a hard working employee and performed her duties efficiently.

In case you have any questions, please feel free to contact at our office.

Yours sincerely,

John Mayo

Director of Operations

Glenn Technologies Limited