

<雇用証明書の見本>

用紙は Company Letterhead をご使用ください。  
下記は見本ですので ( ) の中に該当内容をご記入ください。

(Date)

RE: EMPLOYMENT VERIFICATION LETTER FOR Mr./Ms (Name of Tenant)

Dear Sir/Madam,

This letter is to verify that Mr./Ms (Name of Tenant) has been an employee of (Company Name), Japan since (Year).

As of (Date), Mr./Ms (Name of Tenant) has been assigned to our New York office as (Job Title).

Mr./Ms (Name of Tenant) will receive an annual gross income of approximately (Amount US\$).

If you have any questions or need further information, please do not hesitate to contact me at (Telephone #).

Sincerely,

(Signature)

(Name of Manager)

(Title of Signer)

(Company Name & Address)

(Contact information)