

## Employment Confirmation Letter

Employment Confirmation Template

[DATE]

To Whom It May Concern:

RE: Employment Verification of [Full Name]

This letter is written to confirm that [Full Name] is employed with the University of Michigan, [Department Name], pursuant to the terms and conditions of our approved H-1B petition. [Full Name] will continue to be employed in the position of [Job Title] at an annual salary of [Wage Rate] upon [his/her] return.

Sincerely,

[Name of Department Administrator/Department Contact]

[Job Title]

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**Source URL:** <https://internationalcenter.umich.edu/fsis/employment-confirmation-letter>