

Royal Thai Embassy in The Hague, The Netherlands  
Laan Copes van Cattenburch 123  
2585 EZ Den Haag

[Date and city]

[Name of company]  
[Company's address]

RE: Verification of employment for [name of employee]

To whom it may concern:

Please accept this letter as confirmation that [name of employee] has been employed by [name of company] since [date of entry]. Currently, [time in service]:

holds the title of [your position in the company]

Earns a salary of [gross salary], payable [per year / monthly / weekly / daily / hourly], [and a bonus or (bonus amount)]

works on a [full-time / part-time] basis or [number of hours] per week

If you have any questions or require further information, please do not hesitate to contact me at [telephone contact].

Sincerely yours,

[signature of the CEO or manager]

[name of CEO or manager]

[Job description: must be CEO or manager]

[This statement must be printed on the company's stationery or be stamped by the company]