

# **SAMPLE LETTER FROM EMPLOYER**

## **COMPANY LETTERHEAD**

Date

To whom it may concern,

This is to verify that Mr. / Ms. .... is currently employed at our company. The weekly work schedule associated with this employment is listed below.

The undersigned is responsible for the accuracy of the information listed in this employment confirmation letter. NDMJ, Ltd Transportation will be notified of any changes regarding employment status or work schedule within 24 hours. Notice of employment status change must be sent to 100 E Ferguson, Suite 804, Tyler, TX 75702 and faxed to (903) 592-3266. It is further understood that the information provided will be used by NDMJ, Ltd. Transportation to determine the eligibility status of .....(name of employee) .... to access federally funded Job Access and Reverse Commute (JARC) services.

Name

Title

Address

Phone / Fax

Email