



To Whom it May Concern:

This letter confirms that Jane Smith is employed in the capacity of Golf Shop Attendant at Sample Golf Club. Jane has been in this role at our facility since March 1st and is employed on a full-time basis through the 2022 golf season. Her anticipated industry hours for this year is 980 hours, with an average of 40 hours per week until the end of her employment on October 31, 2022.

Should you have any questions, please do not hesitate to contact me at 999.999.9999

Sincerely,

John Doe
Golf Operations Manager
Sample Golf Club