*05/01/2016*

ABN: 1000 XXXX XXXX

1/X George St, Sydney 2000 NSW

*Re: Laura Annette Baxley*

*To whom it may concern,*

*I am writing this letter to verify that Laura A. Baxley is currently employed with XYZ Pty Ltd as a Digital Marketing Manager. She has been employed with us for three years and two months, and she is on a two-year full-time fixed contract.*

*Laura is a hard-working, reliable and honest employee.*

*Her gross salary is $85,000 and her net salary is $72,480. Laura A. Baxley’s position is in high demand.*

*Should you have any questions, please do not hesitate to contact me on 0461 XXX XXX.*

*Kind regards,*

*(SIGN)*

*Justin Hamilton*

*Human Resources Manager*

*XYZ Pty Ltd*