（作成日）

（会社名）

（会社の住所）

To Whom It May Concern:

This letter confirms the employment of Shinji Nishi.

Shinji works for us full time, and began her employment on November 11th, 2016.

Shinji works as a food production clerk, and his main duties are as follows:

-Work in a Food Production Facility within our store preparing a large variety of smoked products, fresh pastas and filled products in front of our customers

-Ensure food quality excellence, product integrity and minimize food waste

-Fill out all production logs and follow product production plans based on business needs

Shinji earns minimum wage at （給料） per hour. He has a permanent full time position with us.

If you have any further questions, please do not hesitate to contact the undersigned.

Yours truly,

（担当者名）

（担当者役職）

Phone: （電話番号）

Mail: （メール先）

（担当者サイン）　　　　　　　　　　　　　　　　　　　　　　　　　　（ヘターレッド）