

***This letter should be on employer letterhead & dated***

**[DATE]**

To Whom it May Concern:

This letter is to certify that **[NAME OF SCHOLAR]** is an employee of **[NAME OF EMPLOYER]**. **HIS/HER** current **[SPECIFY MONTHLY or ANNUAL]** salary is **[AMOUNT OF SALARY]**.

**[NAME OF SCHOLAR]** will continue to receive **HIS/HER** salary during **HIS/HER** visit to University of California, Berkeley.

Sincerely,

**[NAME OF SIGNEE]**  
**[TITLE OF SIGNEE]**