***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**]