



**Generic Company ABC**  
**123 South 700 East**  
**Salt Lake City, UT 84000**

January 3, 2025

**2. End date**

Dear University of Utah Residency Office,

**1. Student's name**

I am writing to inform you about Jane Doe's work tenure with us at Generic Company. Jane's first day of work was July 1, 2022, and she has been working here until the present. She works at our Salt Lake City office. **2. Begin date** **2. End date** **3. Event (work) location**

Regards,

Bob Fakename

Assistant Director of Operations

Generic Company ABC

123 South 700 East

**3. Event (work) location**

Salt Lake City, UT 84000

**What pieces of information are required on an employer letter for proof of physical presence?**

- 1. Student's name**
- 2. Exact dates**
- 3. Event location**