Employer Letter Checklist for Job Application
1. **Employer Information:**
 - Company Name
 - Company Address
 - Contact Person's Name and Title
 - Email and Phone Number
2. **Applicant Information:**
 - Full Name
 - Address
 - Phone Number
 - Email Address
3. **Date:**
 - Date of Letter
4. **Subject Line:**
 - "Letter of Recommendation for [Applicant's Name]"
5. **Introduction:**
 - Brief introduction of the recommender
 - Relationship to the applicant
6. **Body:**
 - Duration of employment
 - Job title and responsibilities
 - Key achievements or contributions
 - Skills and strengths
 - Specific examples of performance
7. **Conclusion:**
 - Overall recommendation
 - Willingness to provide additional information if needed
8. **Signature:**
 - Typed Name
 - Title
 - Company Name
9. **Attachments (if applicable):**
 - Additional documents or forms
10. **Formatting:**
 - Professional font
 - Consistent margins
 - Proofread for grammar and spelling errors