

# Company Letterhead

Date: \_\_\_\_\_

To Whom It May Concern:

Please be advised that the minor listed below is currently employed.

Minor's Name: \_\_\_\_\_

Minor's Age: \_\_\_\_\_

Work Permit #: \_\_\_\_\_

Employer Name: \_\_\_\_\_

Hire Date: \_\_\_\_\_

Hours of Employment: \_\_\_\_\_

Detail of Normal Duties: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Sincerely,

**EMPLOYERS:** Complete and mail this form on company letterhead to the minor's work permit issuing officer (address can be found on work permit) within 5 days of hire in order to be in compliance with the PA Child Labor Laws. Keep a copy for your records.