

[Employer Name]
[Company Name]
[Company Address]
[City, State, Zip Code]
[Phone Number]

[Date]

[Recipient Name or Entity]
[Recipient Address]
[City, State, Zip Code]

Subject: Income and Salary Verification for [Employee Name]

To Whom It May Concern,

This letter is to formally verify the employment and income of [Employee Name].

[Employee Name] has been employed with [Company Name] since [Start Date]. Their current position is [Job Title]. This is a [Full-time/Part-time] role.

Currently, [Employee Name] earns a gross salary of \$[Amount] per [Year/Month/Hour]. In addition to this base salary, the employee is eligible for [Bonuses/Commissions/Overtime], which averaged \$[Amount] over the last [Time Period].

If you require any further information or additional documentation regarding their employment status or compensation, please feel free to contact me directly at [Phone Number] or [Email Address].

Sincerely,

[Signature]

[Printed Name]
[Job Title]
[Company Name]