

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

[Date]

[Lender Name]
[Lender Address]
[City, State, Zip Code]

RE: Verification of Employment and Income for [Employee Name]

To Whom It May Concern,

Please accept this letter as formal verification of employment for [Employee Name].

Employment Details:

- **Current Position:** [Job Title]
- **Employment Status:** [Full-time / Part-time / Contract]
- **Hire Date:** [Start Date]
- **Employment Probability:** [e.g., Continued employment is expected]

Income Details:

- **Base Salary/Wage:** \$[Amount] per [Year/Hour]
- **Pay Frequency:** [Weekly / Bi-weekly / Monthly]
- **Bonus/Commission (if applicable):** \$[Amount] over the last 12 months
- **Year-to-Date Earnings:** \$[Amount]

If you require any additional information or have further questions, please contact me directly at [Phone Number] or [Email Address].

Sincerely,

[Signature]

[Printed Name]
[Title]
[Department]