

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

[Date]

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

Subject: Employment and Income 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 job title is [Job Title] and their current employment status is [Full-time/Part-time/Contract].

Regarding their compensation, [Employee Name] currently earns a gross annual salary of \$[Amount]. In addition to their base salary, they are eligible for [bonuses/commissions/overtime], which averaged \$[Amount] over the past twelve months.

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

Sincerely,

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