

[Date]

[Landlord or Property Management Name]

[Property Address/Office 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 of [Employee Name] with [Company Name].

Employment Details:

Current Position: [Job Title]

Employment Start Date: [Start Date]

Employment Status: [Full-time / Part-time / Permanent / Contract]

Income Information:

Gross Annual Salary: \$[Amount]

[Optional: Additional bonuses or commissions: \$[Amount]]

This information is provided for the purpose of a rental application and is strictly confidential. If you require any further information or have additional questions, please feel free to contact me directly at [Phone Number] or via email at [Email Address].

Sincerely,

[Signature]

[Printed Name]

[Title]

[Company Name]