

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

To [Agency Name/Case Worker Name],

Subject: Employment and Salary Verification for [Employee Full Name]

This letter is to formally verify the employment of [Employee Full Name] with [Company Name].

Employment Details:

- Current Status: [Active/Terminated/Leave of Absence]
- Job Title: [Job Title]
- Start Date: [Start Date]
- Employment Type: [Full-time/Part-time/Contract]

Salary and Compensation Details:

- Gross Salary/Wage: \$[Amount] per [Hour/Month/Year]
- Average Hours Worked Per Week: [Number of Hours]
- Frequency of Pay: [Weekly/Bi-weekly/Monthly]
- Total Gross Earnings (Year-to-Date): \$[Amount]
- Bonuses or Commissions (if applicable): \$[Amount]

This information is provided at the request of the employee for the purpose of government assistance eligibility verification.

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

Sincerely,

[Signature]

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