

Date: [Current Date]

To: WIC Program Office

Subject: Employment and Income Verification

To Whom It May Concern,

This letter is to verify the employment of **[Employee Name]** at **[Company Name]**.

Employment Details:

- **Job Title:** [Title]
- **Employment Status:** [Full-time / Part-time / Temporary]
- **Start Date:** [Start Date]

Income Information:

- **Gross Pay:** \$[Amount]
- **Pay Frequency:** [Weekly / Bi-weekly / Monthly]
- **Average Hours per Week:** [Number of Hours]
- **Other Compensation (Tips/Bonuses):** [Amount or "None"]

Please feel free to contact me at [Phone Number] or [Email Address] if you require any further information.

Sincerely,

[Signature]

[Printed Name]

[Title/Position]

[Company Name]