[Company Letterhead or Company Name]
[Address Line 1]
[Address Line 2]
[Phone Number]
[Date]

[Adoption Agency Name]
[Adoption Agency Address]
[City, State, Zip Code]

Re: 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] for the purpose of their adoption application. [Employee Name] has been employed with [Company Name] since [Start Date].

Current Employment Details:

- **Job Title:** [Title]
- **Employment Status:** [Full-time / Part-time]
- **Current Gross Annual Salary:** $[Amount]
- **Additional Compensation:** [Bonuses/Commissions, if applicable]

We confirm that [Employee Name] is an employee in good standing. Their employment is considered [Permanent/Indefinite].

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

Sincerely,

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