

[Date]

[Recipient Name/Recipient Organization]

[Recipient Address]

[City, State, Zip Code]

**Subject: Verification of Income for [Employee Full Name]**

To Whom It May Concern,

This letter is to formally verify the employment and income for [Employee Full Name]. [Employee Full Name] has been employed with [Company Name] as a temporary employee since [Start Date].

The employee's current position is [Job Title]. In this temporary role, the employee is compensated at a rate of \$[Amount] per [Hour/Week/Month].

Based on their current schedule, their year-to-date gross earnings for [Current Year] are \$[Amount]. The anticipated end date for this temporary assignment is [End Date/Ongoing], subject to business needs.

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

Sincerely,

[Your Signature]

[Your Printed Name]

[Your Job Title]

[Company Name]