

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

[Date]

[Recipient Name or Entity]
[Recipient 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:

- **Job Title:** [Employee Title]
- **Employment Status:** [Full-time / Part-time / Contract]
- **Start Date:** [Start Date]
- **Current Salary/Wages:** \$[Amount] per [Hour/Year]
- **Frequency of Pay:** [Weekly / Bi-weekly / Monthly]
- **Average Bonuses/Commission:** \$[Amount] (If applicable)

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

Sincerely,

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