

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

[Recipient Name or Agency Name]
[Recipient Address]
[City, State, Zip Code]

Subject: Income Verification for [Employee Full Name]

To Whom It May Concern,

This letter is to formally verify the employment and income information for [Employee Full Name], who is currently employed at [Company Name] as a [Job Title].

The employee's current employment details are as follows:

- **Employment Status:** [Full-time / Part-time / Contract]
- **Hire Date:** [Date of Hire]
- **Gross Pay:** \$[Amount] per [Pay Period: Week/Month/Year]
- **Average Hours Worked:** [Number] hours per week
- **Total Year-to-Date Earnings:** \$[Amount]
- **Bonuses/Commissions:** [Details of additional compensation, if any]

If you require any further documentation or have additional questions, please feel free to contact the Human Resources department at [Phone Number] or [Email Address].

Sincerely,

[Signature]
[Printed Name]
[Title]