

Sample Employment Verification Letter

Date: 01/01/202X

To Whom It May Concern:

This letter serves to confirm income and employment of the following person, who is employed by our organization: _____ (Employee Name).

He/She has been employed at _____ [Company] and holds the title of _____.

He/She has been an employee with _____ [Company] since _____. The company is located at _____.

His/her current salary is \$_____ paid yearly monthly weekly bi-weekly hourly
 with an additional annual bonus of \$_____.

The following supporting document(s) are enclosed as proof of income: (Check all that apply)

- Pay stub
- Wage and tax statement (W-2)
- Tax return (1040)
- Social security proof of income letter
- Workers' compensation letter
- Bank statements

To the best of my knowledge, all of the information provided is correct. If you have any questions, please don't hesitate to contact me _____ (Name)

at _____ (Phone) or _____ [Email].

Sincerely,

Signature