

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