

[Your Company Letterhead]

[Date]

[Recipient Name]

[Recipient Address]

[City, State, Zip Code]

Dear [Recipient Name],

Subject: Employment Income Verification for [Employee Name]

This letter is to confirm that [Employee Name] is employed with [Your Company Name] as a [Job Title]. [He/She/They] has been employed with us since [Start Date].

As of [Current Date], [Employee Name] earns an annual salary of [Salary Amount] or an hourly wage of [Hourly Rate]. [He/She/They] is a full-time employee and works approximately [Number of Hours] hours per week.

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

Sincerely,

[Your Name]

[Your Job Title]

[Your Company Name]

[Your Phone Number]

[Your Email Address]