

EMPLOYMENT VERIFICATION LETTER

From

Date: _____

To

Dear _____,

This letter is to certify income and employment for _____. 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

All of the information provided is correct to the best of my knowledge.

If you have any questions regarding the information provided, please don't hesitate to contact me at _____ [Phone number] or _____ [Email].

Sincerely,

Name: _____

Title: _____



ACKNOWLEDGEMENT OF NOTARY PUBLIC

State/Commonwealth of _____

County of _____

On this _____ day of _____, 20____, before me,
_____, personally appeared _____,
personally known to me or who proved to me on the basis of satisfactory evidence to be the person
whose name is subscribed to this instrument and acknowledged to me that he/she executed the same
and that by his/her signature on this instrument the person executed this instrument.

_____ (Seal, if any)

Signature of Notary

My commission expires: _____

