

SALARY VERIFICATION LETTER

_____, _____, _____

[Sender's Name]
[Sender's Title]
[Sender's Company]
[Sender's Company Address]

_____, 20____

_____, _____, _____

[Recipient's Name]
[Recipient's Address]

Subject: Salary Verification for _____ [Employee's Name]

Dear _____ [Recipient's Name],

I am writing to confirm the employment and salary details for _____ [Employee's Name], who is currently employed at _____ [Sender's Company Name] as a _____ [Employee's Job Title]. This letter serves as verification of their income, as requested for _____ [Purpose of Verification, e.g., loan application, rental agreement, etc.].

Please find the relevant information below:

- Employment Status: Full-time Part-time Temporary Contract Other: _____
- Hire Date: _____ [Employee's Hire Date]
- Job Title: _____ [Employee's Job Title]
- Annual Salary: \$ _____ [Employee's Annual Salary]
- Overtime Pay: _____ [Employee's Overtime Pay Rate and Eligibility, if applicable]
- Additional Compensation: _____ [Bonus, Commission, or other forms of additional compensation, if applicable]

Please note that the above-mentioned details are accurate as of the date of this letter.

_____ [Employee's Name] is a valued member of our team, and their current employment with _____ [Sender's Company Name] is in good standing. However, please be aware that this letter does not guarantee continued employment or salary, as these factors may be subject to change at the company's discretion.

If you require any additional information or have any questions, please feel free to contact our Human Resources Department by email at _____ [Sender's HR Email], or by phone _____ [Sender's HR Phone] and we will be happy to assist you.

Thank you for your attention to this matter.



Sincerely,

[Sender's Name]

[Sender's Job Title]

[Sender's Company Name]

[Sender's Phone Number]

[Sender's Email]

