

# EMPLOYMENT VERIFICATION LETTER

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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: \_\_\_\_\_

