

Date: _____

To Whom It May Concern,

This letter is to verify the employment and income of _____, who is currently employed with _____.

Employee Name: _____

Job Title: _____

Employment Start Date: _____

Employment Status (Full-time/Part-time): _____

Current Annual Salary or Hourly Wage: _____

To the best of our knowledge, the above-named employee remains in good standing and continues to work with our organization as of the date of this letter.

Please feel free to contact me should you require any further information regarding this employee's income or employment status.

Sincerely,

Name & Title

Company Name

Contact Information