

# PROOF OF INCOME LETTER

Employment Verification & Income Confirmation

**CONFIDENTIAL**  
Date: [Date Issued]

## FROM (EMPLOYER / ISSUING PARTY)

[Company / Organization Name]

[Address Line 1]

[City, State, ZIP]

[Phone] | [Email]

## TO WHOM IT MAY CONCERN

[Recipient Name / Organization]

[Recipient Address]

[City, State, ZIP]

**Re:** Proof of Income / Employment Verification for [Employee Full Name]

Dear Sir or Madam,

This letter is to confirm that the individual named below is currently employed by [Company Name] and to verify their income as described in this document. This letter is issued at the request of the employee for purposes of [rental application / loan application / financial verification / other].

## EMPLOYEE INFORMATION

Full Legal Name

[Employee Full Name]

Job Title / Position

[Job Title]

Department

[Department Name]

Employee Type

[Full-Time / Part-Time / Contract]

Employment Start Date

[Start Date]

Employment Status

[Current / Permanent / Temporary]

## INCOME DETAILS

Annual Gross Salary

**[\$00,000.00] per year**

Monthly Gross Income

**[\$0,000.00] per month**

Pay Frequency

[Weekly / Bi-weekly / Semi-monthly / Monthly]

Additional Income (if applicable)

[\$0,000.00] — [Type: bonus / commission / etc.]

## ADDITIONAL REMARKS

*[Include any additional relevant details — e.g., upcoming salary review, benefit package, or other relevant employment information. Leave blank if not applicable.]*

If you have any questions regarding this letter or require additional verification, please do not hesitate to contact our HR department at [HR Phone / Email].

Sincerely,

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**[Authorized Signatory Full Name]**

[Title / Position]

[Company Name]

[Phone] | [Email]

*[Company Stamp / Seal if applicable]*