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,

_____

[Authorized Signatory Full Name]

[Title / Position]

[Company Name]

[Phone] | [Email]

[Company Stamp / Seal if applicable]

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