

INCOME VERIFICATION LETTER

_____, ____ of _____ of 20____.

RE: Income Verification

Dear Sir or Madam,

This letter is to confirm that _____ (Name) is employed with _____ (Company) full-time/part-time and on permanent basis. He/She has been working with us since ___/___/_____(date of joining) and is not on a probationary basis.

Job Title: _____

Duties performed: _____

Annual Salary Income: \$ _____

Annual bonus: \$ _____

Year to date earnings: \$ _____

Number of working hours _____ every day/week/month.

We are pleased to inform you that _____ (employee's name) is punctual, hard working, honest, and a valuable asset to our company.

For additional information or if you have any further questions please feel free to contact our Human Resource Department at: _____ (phone #).

I/we, _____ (Chairman/CEO), state that the details provided above are true and correct to the best of my/our knowledge.

Sincerely,

Chairman/CEO
Company's Name

Human Resource Department
Company's Name