

# Income Verification Letter

Date: \_\_\_\_\_

To Whom It May Concern,

This letter is to verify the employment and income of the following employee:

Employee Name: \_\_\_\_\_  
Employee ID: \_\_\_\_\_  
Position/Title: \_\_\_\_\_  
Department: \_\_\_\_\_  
Employment Status: ☐ Full-Time ☐ Part-Time ☐ Contract  
Date of Hire: \_\_\_\_\_  
Current Annual Salary: \$\_\_\_\_\_ (Gross)  
Other Compensation (if any): \_\_\_\_\_

This information has been provided at the request of the employee for the purpose of income verification. If further information is required, please contact our HR department.

Sincerely,

\_\_\_\_\_  
(Name of Authorized Signatory)  
(Position/Department)  
(Company Name)  
(Contact Information)

## Important Notes:

- This letter should be issued only with the employee's consent.
- All stated income is gross (before taxes and deductions) unless otherwise noted.
- Include accurate and up-to-date employment details to avoid misrepresentation.
- This document is typically used for loan, rental, or other financial verification purposes.
- Some recipients may require additional documentation or direct verification from the employer.