

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.