

Salary Verification Letter

Date: [Insert Date]
To: [Recipient Name or Organization]
Address: [Recipient Address]

Dear [Recipient Name or Sir/Madam],

This letter is to confirm that **[Employee Full Name]** is employed with **[Company Name]** as a **[Employee Position/Title]** since [Employment Start Date].

As of the date of this letter, [he/she/they] is a [full-time/part-time/contract] employee earning a gross annual salary of **[Currency][Amount]** ([words]) per year, payable on a [monthly/bi-weekly/weekly] basis. [He/She/They] is currently assigned to the [Department/Division, if applicable].

If you require additional information, please do not hesitate to contact us at [Contact Email/Phone Number].

Sincerely,

[Authorized Signatory Name]
[Position/Designation]
[Company Name]
[Company Contact Number]
[Company Address]

Important Notes:

- This letter is typically issued upon employee's request and should be printed on official company letterhead.
- Salary details provided are confidential and should be shared only with authorized parties.
- Verify all details (names, dates, amounts) before issuing to avoid discrepancies.
- Some institutions may require an original signature or company seal.