

Letter to Verify Employment

The employer may submit a statement, on **company letterhead**, for verification. The statement must include:

- 1) The name of the individual receiving the income
- 2) The gross amount of income received
- 3) The frequency of income received (i.e. weekly, every two weeks, twice a month, monthly or annually)

A sample letter could be written as follows:

This statement is to confirm that _____ is employed at

Name of Employee

_____.

Name of Employer

_____ received a gross income (before deductions for

Name of Employee

taxes, social security, insurance, etc.) of \$ _____ on ____/____/____.

Date

The frequency of payment is:

Weekly Every two weeks Twice a month Monthly Annually

_____/_____
Signature of Employer / **Title**

Date

Address **State** **Zip Code**

(____)_____
Telephone Number

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